

# VALENCIA COLLEGE

School of Health Sciences

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NURSING

Bachelor of Science Degree in Nursing (BSN)  
Online RN to BSN Program (ORNBP)  
Handbook  
2024-25



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This handbook outlines Valencia College (VC) policies and ORNBP procedures that provide guidance for students and faculty.

# VALENCIA COLLEGE

## Online RN to BSN Program (ORNBP)

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Approved by:

*Tamí Such*, PhD, RNC-OB Dean, School of Health Sciences

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# Welcome Letter

## Dear ORNBP Nursing Student:

On behalf of the faculty and staff, **Welcome** to Valencia College (VC), Nursing Online RN to BSN Program (ORNBP). We are pleased you have chosen VC! It is important for you to know that the Valencia faculty and staff are looking forward to helping you succeed in the ORNBP.

This handbook is designed to provide information and answer your questions as new students and throughout your program journey. You will receive periodic updates about registration and additional program information via your Atlas email.

***Please check your Atlas email regularly***, as Atlas email is the official forum for communication from Valencia to you. Accordingly, you will use your Canvas Inbox email &/or your Atlas email to communicate with Valencia faculty and staff using your Atlas email address.

Best wishes for a successful educational experience!

Sincerely,

***Tamí Such, Ph.D., RNC-OB***

Dean, School of Health Sciences



# ORNBP / School of Health Sciences Nursing Administration

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## **CCNE Accreditation**

The baccalaureate degree program in nursing at Valencia College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.



# Program Information

## Quick History

The complex healthcare needs of a growing and aging population increase the demand for baccalaureate-prepared nurses. To meet the ongoing needs of our community and experiential (clinical) partners for new BSN graduates, *Valencia College* (VC) began offering an *Online RN to BSN Program* (ORNBP) in 2018.

The BSN degree at VC provides an opportunity for the associates-level RN to further their potential for career advancement. The curriculum has a focus on research, leadership, and nursing education. Designed for working professionals, the program is completely online, except for completing CBE experiential learning (clinical hours) for NUR 3634C/Community and Public Health Nursing and NUR 4945C/Nursing Capstone.

## [The Essentials of Baccalaureate Education for Professional Nursing Practice](#) (2008)

## [The Essentials](#): Core Competencies for Professional Nursing Education (2021)

Domain 1: Knowledge for Nursing Practice

Domain 2: Person-Centered Care

Domain 3: Population Health

Domain 4: Scholarship for the Nursing Discipline

Domain 5: Quality and Safety

Domain 6: Interprofessional Partnerships

Domain 7: Systems-Based Practice

Domain 8: Informatics and Healthcare Technologies

Domain 9: Professionalism

Domain 10: Personal, Professional, and Leadership Development

## Program Mission & Goal

### Mission

To provide the Associates in Nursing (AN), Associates Degree in Nursing (ADN), Associate in Science of Nursing (ASN), Associate of Applied Science in Nursing (AAS)-prepared RN the opportunity to further their education and increase their potential for career advancement in the nursing field.

### Goal

ORNBP will prepare the AN, ADN, ASN, AAS-prepared RN to meet the ever-changing needs of diverse communities through teaching and learning methods that promote an evidence-based quality and safe patient/client/population.

## Program Learning Outcomes (expected student outcomes)

1. The graduate of the *Online RN to BSN Program* (ORNBP) will collaborate with interprofessional partners to provide evidence-based, holistic care for successful patient/client population health outcomes.
2. The graduate of the ORNBP will create a culture of quality and safety in healthcare delivery by demonstrating empathy, compassion, personal ethics, professional and leadership qualities across the continuum.
3. The graduate of the ORNBP will integrate theoretical, ethical, and empirical knowledge to provide person-centered care to transform health care using best practices in nursing.
4. The graduate of the ORNBP will analyze healthcare policy, finance, regulatory, and global environments to offer diverse populations equitable, fair, and just opportunities to attain their highest level of health.
5. The graduate of the ORNBP will coordinate resources to provide consistent, evidence-based, holistic care utilizing technology and informatics.
6. The graduate of the ORNBP will cultivate a sustainable nursing identity through activities that support professional growth through self-care and lifelong learning.

## Valencia Student Core Competencies

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, and Act) that prepare students to succeed in the world community.

In this program, through online discussion, group work, and other learning activities, you will further develop your mastery of these competencies, which are outlined in the Valencia College Catalog.

**Think** -- Critical thinking—an essential process for safe, efficient, and skillful clinical practice—enables health care professionals to:

- Collect and interpret diverse and multifaceted knowledge in various fluid situations and environments.
- Acknowledge an awareness of the limits of one's knowledge.
- Maintain an open mind in terms of different intervention methods.
- Analyze, synthesize, integrate, and evaluate information promptly with accuracy and efficiency in making decisions.

**Value**-- Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

- Recognize values as expressed in attitudes, choices, and commitments among personal, ethical, aesthetic, cultural, and scientific values.
- Employ values and standards of judgment from different disciplines.
- Evaluate own and others' values from individual, cultural, and global perspectives.
- Articulate a considered and self-determined set of values.

**Communicate**—Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, nonverbal) is essential in the medical field. In speaking, listening, reading, and writing, in verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, health professionals need to:

- Identify their own strengths and need for improvement as a communicator.
- Employ methods of communication appropriate to the audience and purpose.
- Evaluate the effectiveness of own and others' communication.

**Act**—Medical professionals must integrate all their technical skills and knowledge in to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

- Apply disciplinary knowledge, skills, and values to the workplace and beyond.
- Implement effective problem-solving, decision-making, and goal-setting strategies.
- Act effectively and appropriately in personal and professional settings
- Assess the effectiveness of personal behavior choices.
- Respond appropriately to changing circumstances.

# Program Admission Criteria, Program & Technology Requirements, Course Offerings, & Curriculum

## Program Admission Criteria

The BSN, ORNBP is designed for individuals who have completed a regionally or nationally accredited Registered Nurse (RN) program and hold an active unencumbered RN license or are eligible to take the National Council Licensure Examination (NCLEX) within the first Term. The program provides an opportunity for RNs to further their education and increase their leadership potential for career advancement.

For additional admission information, please click on one of the following links:

[2024-25 Catalog Nursing, BSN](#) and/or the [Bachelor of Science Degree in Nursing \(RN to BSN\) Program Guide](#).

## Program Admission CHECKLIST

- \_\_\_\_ 1. Be a US citizen, US permanent resident, or non-immigrant category other than F or J visa categories.
- \_\_\_\_ 2. Hold an Associate Degree in Nursing (ASN)
- \_\_\_\_ 3. Hold a current FL RN license or be eligible to sit for the NCLEX-RN
- \_\_\_\_ 4. Have a minimum overall college GPA of 2.0
- \_\_\_\_ 5. Have an address in the State of Florida

To apply, complete the [Bachelor's application for admission](#) to Valencia College (VC), and choose the Bachelor's degree in nursing as your major.

To request additional information, please contact the BSN Program Advisor to [schedule a meeting](#).

## Program Requirements

The minimum number of hours to graduate with a BSN from VC is 120 credit hours. The ORNBP consists of general education courses, associate degree in nursing credit, foundation credit, and the core curriculum. An overview of the program requirements and course descriptions can be accessed by clicking here [VC 2024-25 Catalog: BSN](#)

Type of Credit Hours	Credit Hours Earned
General Education Program Requirements	35
Associate Degree in Nursing	39
RN to BSN Foundation	16
RN to BSN Core	30
<b>Total Credit Hours</b>	<b>At least 120</b>

## Technology Requirements

All Online RN to BSN Program (ORNBP) courses use the Canvas learning management system (LMS), which can be accessed via [Canvas Log In](#) if you are an enrolled student.

If you are not enrolled, you can view the courses below or via the [VC 2024-25 Catalog: BSN](#).

## Canvas Help & Support

Once registered in the ORNBP, you must enroll in **Canvas 101**. Proficiency in Canvas is the minimum technical skill required for the course.

**Canvas Mobile App:** Canvas 101 provides information on installing the Canvas mobile app on your Android or Apple device.

## ORNBP Educational Plan (Course Offerings)

There are two suggested educational pathways – the first pathway is if you completed an Associate of Arts (AA) degree prior to entering the ORNBP, and the second pathway is if you did not complete your AA prior to entering the ORNBP program and need to complete your AA with Valencia College.

Students can choose between a full-time or part-time educational plan. The full-time plan can be completed in one calendar year, while the part-time plan can be completed in 2 years (See Education Plan examples below).

Educational plans are based solely on ORNBP curriculum and do not include missing AA courses. Completion of the program may be extended if students need to complete AA requirements.

The ORNBP advisor will work with students on an individual basis to alter educational plans for extenuating circumstances. Students should be aware altered plans will result in delayed graduation because some courses are only offered during certain terms.

Terms are 8-weeks (Fall and Spring) and 6-week (Summer).

### Full-Time Education Plan *Example*

1 <sup>st</sup> Term	Course Title	Total: 9 credits
<a href="#">NUR 3825</a>	Professions of Role Transformation	3 credits
NUR XXXX	BSN (elective)	3 credits
<a href="#">NUR 3125</a>	Pathophysiology for Nursing Practice	3 credits
2 <sup>nd</sup> Term	Course Title	Total: 12 credits
<a href="#">NUR 3634C</a>	Community and Public Health Nursing	4 credits
<a href="#">NUR 3667</a>	Diversity and Global Trends in Nursing	3 credits
<a href="#">NUR 4837</a>	Healthcare Policy and Economics in Nursing	3 credits
<a href="#">NUR 3169</a>	Evidence and Research in Nursing Practice	3 credits (Prerequisite: STA 2023 – Statistical Methods)
3 <sup>rd</sup> Term	Course Title	Total: 9 credits
<a href="#">NUR 4945C</a>	Nursing Capstone	2 credits
NUR XXXX	BSN (elective)	3 credits
<a href="#">NUR 4829</a>	Leadership and Management in Nursing	3 credits
Graduate with BSN / Total:		30

### Part-Time Educational Plan *Example*

1 <sup>st</sup> Term	Course Title	Total: 6 credits
<a href="#">NUR 3825</a>	Professions of Role Transformation	3 credits
NUR XXXX	BSN (elective)	3 credits
2 <sup>nd</sup> Term	Course Title	Total: 6 credits
<a href="#">NUR 3667</a>	Diversity and Global Trends in Nursing	3 credits
<a href="#">NUR 3125</a>	Pathophysiology for Nursing Practice	3 credits
3 <sup>rd</sup> Term	Course Title	Total: 6 credits
<a href="#">NUR 4837</a>	Healthcare Policy and Economics in Nursing	3 credits
<a href="#">NUR 4829</a>	Leadership and Management in Nursing	3 credits
4 <sup>th</sup> Term	Course Title	Total: 6 credits
<a href="#">NUR 3634</a>	Community & Public Health Nursing	4 credits
<a href="#">NUR 3169</a>	Evidence and Research in Nursing Practice	3 credits (Prerequisite: STA 2023 – Statistical Methods)
5 <sup>th</sup> Term	Course Title	Total: 5 credits
<a href="#">NUR 4945C</a>	Nursing Capstone	2 credits
NUR XXXX	BSN (elective)	3 credits
Graduate with BSN / Total:		30-33

### **GRADUATION NOTE:**

Your Valencia College catalog is valid for 5 academic years provided you are continuously enrolled as defined in the [catalog governing page](#).

Prior to ORNBP - BSN graduation, all student transcripts will be audited to ensure all graduation requirements are met.

# Academic Standards & Progression Policies

To maintain satisfactory academic progress at Valencia College (VC), you must achieve a minimum grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, C, or D.

The student must earn a grade of “C” / 77% or better in all Online RN to BSN Program (ORNBP) Foundation and Core courses to successfully complete the BSN degree.

Program academic courses in which a student receives a grade lower than “C” will result in course failure. Students may be allowed to repeat courses for grade forgiveness.

Students in bachelor’s degree programs at VC are limited to the number of attempts per course. Please see the VC Catalog for more information.

Before withdrawing from a course, it is best that students first discuss their course progress with their course faculty before contacting the BSN Program Advisor to determine how a withdrawal will affect career plans, education plans, and/or the status of financial aid.

Students demonstrating unsatisfactory academic progress will be subject to academic action, including Academic Warning, Academic Probation, and Dismissal from the program. Students have the right to appeal an academic action decision. The appeal process is found in the VC Catalog at the following link [Student Appeal Process Instructions](#).

## Grading Scale

The ORNBP has adopted the following grading scale. See each course syllabus for the applicable standards.

<b>A</b>	92% - 100%
<b>B</b>	85% - 91%
<b>C</b>	77% - 84%
<b>D</b>	70% - 76%
<b>F</b>	69% & Below

## Attendance/Withdrawal (VC) Policy

Students are expected to participate regularly in all classes at least once/week for the course(s) in which they are registered. Regular participation in online courses is a significant factor that promotes student success.

Please review [VC Catalog Attendance](#) webpage for important details. Please discuss any course concerns or questions with your faculty or BSN Program Advisor.

## Licensure Status Procedure

Your professional RN licensure must remain current throughout your enrollment in the ORNBP. At the beginning of the following courses: NUR 3825, NUR 3634C, and NUR 4945C, an official verification of your RN licensure status must be documented. You will obtain verification by using the [Nursys Website](#) and select the QuickConfirm License Verification option.

During the NUR 3825 course, you are required to submit your current and unencumbered RN license. If you do not have a license or provide proof of an NCLEX date within your first Term, progression in the program is placed on hold. Proof of current and unencumbered RN licensure is reevaluated at the beginning of NUR 3634C and NUR 4945C.

If at any time your license expires, or if you are obligated to surrender your license, you must inform us of your change of status. It is your responsibility to report this to the Valencia College (VC) Nursing Dean and the BSN Program Advisor.

### **Experiential Learning (Clinical)**

A total of 25 hours is required for Experiential Learning in the ORNBP and will occur in NUR 3634C & NUR 4945C. NUR 3634C requires the student to complete total of 15 hours for experiential learning and NUR 4945C requires the student to complete a total of 10 hours for experiential learning. The focus of Experiential Learning is to emphasize direct & indirect learning activities for all 4 spheres of care and across the lifespan. The 4 spheres of care are:

1. Well-Being/Disease Prevention
2. Chronic Disease care
3. Regenerative or Restorative Care and
4. Hospice/Palliative/Supportive Care

Experiential Learning activities culminate with the student creating a community, population health promotion project in NUR 3634C. In NUR 4945C, the students will implement and evaluate the NUR 3634C project.

Online RN to BSN Program (ORNBP) faculty supervise NUR 3634C & NUR 4945C students throughout their experiential learning assignments.

### **Experiential Learning Attire**

When conducting ORNBP Experiential Learning activities in the community, students will wear personal scrubs without logos and a white lab coat or professional dress attire and have visible on their clothing the VC student identification badge.

### **Degree Audit**

Your degree audit identifies the course requirements for your program and indicates which of these courses you have completed, including the foreign language and General Education requirements; the audit excludes all courses not counted in the program.

It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to your degree. To run your degree audit, follow these steps:

1. Log onto Atlas
2. Click *Students* tab at the top
3. Scroll down to *Path to Graduation*
4. **Select #1 My Academic Progress (Degree Audit)**
5. Select Term: *Select current or next term*
6. The next screen should show your degree
7. Click *Generate New Degree Audit*



8. Select Term: *Select the term you began the BS degree*
9. Click your major
10. Click *Generate Request*

Please review the audit closely, and if you have questions, contact the BSN Program Advisor.

## Graduation

At the end of Spring & Fall Terms, Valencia College (VC) graduating students can participate in the annual commencement ceremony. Graduates from the preceding Summer and Fall Terms can participate in the Spring Term graduation ceremony.

At the beginning of each term, there is a graduation application deadline for students who plan to graduate at the end of that term. To graduate, you must submit a successful graduation application by the specific deadline listed in the Important Dates and Deadlines Calendar on the VC [Academic Calendar](#) webpage.

To apply:

1. Sign into Atlas
2. Click the Students Tab at the top
3. Scroll down to Path to Graduation
4. Click on the Graduation Application
5. Complete and submit the Graduation Application

## White Coat Pinning Ceremony (WCPC)

At the end of every Term, the Online RN to BSN Program (ORNBP) graduates participate in the WCPC. The WCPC is a rite of passage that serves to elevate the BSN graduate nurses' value of humanism as the core of healthcare. The ceremony provides a powerful emphasis on compassion in combination with scientific excellence. Included in the ceremony are important components for the *rite of passage*, which are the graduate *donning the white lab coat*, attaching the *earned BSN Pin* to the white lab coat, and *collectively reciting the White Coat Oath*.

## ORNBP Transient Student Procedure

VC has a Community Partners (CP) with Seminole State College and Lake Sumter State College. Each institution has online RN to BSN programs that offer electives, and students from any of the Community Partners (CP) may take these electives, or other courses, as transient students. Below are the ORNBP electives that are currently offered:

Prefix and Number	Course Title
NUR 3145	Pharmacology
NUR 3870	Informatics in Healthcare Nursing
NUR 4257	Critical Care Nursing
NUR 4296	Emergency Preparedness and Disaster Nursing (HSC 4404 Medical Disaster Management)
NUR 3678	Nursing Care of Vulnerable Populations
NUR 4286	Gerontological Nursing
NUR 3069C	Advanced Health Assessment

**Important Financial Aid Information:** If the student is using financial aid, the student will need to pay out of pocket at the transient college and then receive reimbursement when financial aid is distributed at the home institution. The student must indicate they plan to use financial aid when completing the transient student application.

**Note:** The student should start the transient student process approximately eight (8) weeks prior to the start of the term in which they plan to take the course. The student should review the transient college's website information on transient admission requirements.

**Difficulties:** If the student has difficulty with the process, such as receiving an error message or being unable to enroll once given final approval, they should contact the BSN Program Advisor or appropriate BSN administrator at their home institution for assistance. The BSN Advisor or appropriate administrator may reach out to their counterpart at the transient institution to facilitate the student's enrollment.

**Canvas:** The student will have a separate Canvas account at each enrolled institution.

## **Eligibility to be a Transient Student**

1. Be an active, degree-seeking student at the home institution
2. Be in good academic standing
3. Have completed at least one credit hour at the home institution
4. Prove that all course prerequisites have been met (In progress course prerequisites do not count)
5. Have no holds on the student record
6. Students may not be transient during the term of graduation

## **Transient Student Application Process**

### **Information needed:**

- Atlas username and password
- Name of institution where the elective will be offered (i.e., Seminole State College)
- Course prefix, number, and title (i.e., NUR 4886 - Critical Care Nursing)
- Term and year when you want to take the course (i.e., Spring 2024)
- Check the college's website to ensure the desired course is being offered for the term
- Social Security Number (If you don't have a Social Security Number, please enter nine zeros.)

### **Submit Transient Student Application**

1. Visit [www.floridashines.org](http://www.floridashines.org)
2. Select: *Get Started and Take a Course at another school*
3. Select: *Apply or Check Application Status Now*
4. Select: **Valencia College** as your college
5. Enter your Student ID and Password (Atlas username and password)
6. Select: *Submit*
7. Select: *Campus and Program*
8. Complete the transient application – be sure the course information is accurate
9. Click to sign (Electronic signature)
10. Click *Send*

### **Approvals**

The application will be sent electronically to Valencia College (VC). After VC approves the application, it will be sent electronically to the institution where you want to take the course. During this process, you will receive updates on the status via email from the institutions. While Florida Virtual Campus doesn't control the application process, you can check the status of your application at any time by logging into the Transient

Student Admission Application. It can take up to 10 days, on average, for the institutions to process an application.

If your application is accepted, you will receive an email notification from the transient institution that may include special information about the next steps, including information about an admissions application fee, if any. Your home institution and the institution where you will take the approved course will work together to confirm enrollment, release financial aid, and obtain your grades at the end of the course. If your application is denied, please contact the person who denied the application for more information. Contact information is included in the email you receive.

### **After completing course**

It is the student's responsibility to request, from the Transient Institution, an official copy of their transcript to be sent to Valencia College's (VC) [Admission and Records Office](#) after completion of the term.

### **Academic Integrity**

The requirements and standards for nursing are directly related to the responsibility that the Nursing profession requires in the care of patients and their families. Based on the level of responsibility and ethical practice, the profession of nursing has an established level of professionalism and conduct. This is outlined as a part of the standards of professional practice of the [American Nurses Association \(ANA\) Code of Ethics](#).

The ANA defines professionalism as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities. Professional Nurses demonstrate this professionalism through applying the principles of altruism, excellence, caring, ethics, respect, communication, and accountability. Professionalism also involves personal accountability in personal actions, behavior, and nursing practice. This includes continuous professional engagement in exemplary practice and lifelong learning.

### **Students with Disabilities Policy**

VC is interested in making sure all our students have a rewarding and successful college experience. For that reason, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work. [BayCare Student Assistance Services](#) are available to all Valencia students and available 24 hours a day by calling (800) 878-5470.

Students with disabilities who qualify for academic accommodations must provide notification from the Office for [Students with Disabilities \(OSD\)](#) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is in the Student Services Building (SSB), Room 102. You can contact them at 407-582-1523 and at the OSD webpage.

### **Academic Dispute Procedure**

This ORNBP procedure is a combination of *Valencia's College-wide* [Student Academic Dispute and Administrative Complaint Resolution Policy](#) and the *ORNBP Academic Dispute Procedure* below.

The ***ORNBP Academic Dispute Procedure*** was created to address any informal and formal disputes regarding an academic instructor, course, experiential site, and/or non-academic matters (discrimination, harassment, and related misconduct). The following define *informal* vs. *formal* complaints:

- **Informal:**  
Academic or non-academic dispute that a student has with a faculty/instructor, staff member, administrator, or department/program.
  1. All disputes begin informally unless sexual misconduct or discrimination.
- **Formal:**  
A dispute is not resolved informally & the student wishes to continue the process, then the student must:
  1. Submit an email dispute request to the Nursing Dean or the Deans' designee or
  2. Complete the appropriate information on the [Ombudsman webpage](#).

Any student who feels there is an informal or formal academic or non-academic dispute **regarding a nursing course** shall follow the reporting procedure below:

1. Student must communicate & attempt to resolve the dispute with whomever the issue arose, if possible.
2. If the dispute remains unresolved, contact the Nursing Dean or identified designee to mediate toward a resolution.
3. If the dispute continues to be unresolved informally, the Nursing Dean, in conjunction with the student will make the decision on whether the dispute is formal.

If the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow the *Valencia College Policy on Student Academic Dispute and Administrative Complaint Resolution* identified above.

### Chain of Command for Student Dispute



**NOTE:** If a student's dispute is related to an individual in the above chain of command, then it is advised that the student contact the next person in the chain of command or express their concern through the [Student Dispute Resolution](#) webpage.

- Any student can submit an email dispute request to the Nursing Dean or the Deans' designee **or** [express your concern](#) to initiate the student dispute process at any time.

**NOTE:** Initial communication regarding a student's performance or academic standing should be between the course faculty/administrators and the individual student. Students are expected to communicate their own concerns and not defer to others to communicate on their behalf. Legal, ethical, and professional protocols limit the information that can be shared by the faculty with anyone other than the student ([FERPA Policy](#)). In the event the student should require additional individuals to be present or in any other manner, the student must sign a release form specifically for the individual with whom the information is to be shared.

## **Valencia College-wide Student Dispute and Resolution Policy**

The college has created the following webpage to provide detailed policy, procedures, and forms for [Student Dispute Resolution](#). Detailed policies may also be found in the [Academic Policies and Procedures](#) section of the Valencia College Catalog website.

This includes:

- *Final Grade Disputes*
- *Non-Final Grade and other Academic Disputes*
- *Student Administrative Complaint Resolution*
- *Civil Rights Discrimination*
- *Sexual Harassment / Sexual Assault (Title IX)*
- *Student Code of Conduct*

## **Discrimination, Harassment, or Related Misconduct Complaint**

Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Dean, Deans' designee, or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer (EEO) at 407-582-3421 or via email at [rkane8@valenciacollege.edu](mailto:rkane8@valenciacollege.edu). Students can refer to the following webpage for additional information and resources: [Equal Opportunity and Title IX](#). The ORNBP Academic Policies are consistent with the Valencia College Policies & Procedures.

## **Confidentiality and Use of Electronic Devices (VC) Policy**

### **Privacy Rights of Students**

FERPA stands for Family Educational Rights and Privacy Act. Passed by Congress in 1974, the Act grants 4 specific rights to college students. In the Florida Statutes, [Section 1002.22](#) substantially enacts provisions of FERPA as a matter of state law, with minor variations. [VC Student Records Policy](#) contains policies and procedures related to the implementation of these laws:

More information is available at the [VC FERPA](#) and the [US Department of Education FERPA](#).

# Course Communication Policies

## Atlas and Student E-mail Accounts

Atlas is Valencia's online learning community, customized to everyone's interests, that links students, faculty, and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, degree audits, financial aid, academic records, etc.

More information is available at: [Atlas](#) and **Atlas Help Desk: 407.582.5444**

## Online Learning Netiquette

It is important to recognize that the online classroom is a classroom, and certain behaviors are expected when communicating with both your peers and your instructors. These guidelines for online behavior and interaction are known as *Netiquette*. More information is available at: [Netiquette LibGuide](#).

## Writing Requirements

Scholarly writing is an important skill for nursing professionals engaged in leadership roles within their organizations. Clear communication includes effective writing skills, supplemental reading, and research. To support scholarly writing, you will be required to submit all online written assignments, such as formal papers and online discussion posts, using the APA format.

To strengthen your use of the APA style of writing, you are required to purchase and keep an American Psychological Association (APA), 7<sup>th</sup> edition until ORNBP graduation. More information is available at: [BSN / Online RN to BSN Program LibGuide](#)

# Distance Learning Support, Writing Center Services, & Student Services

## Distance Learning Support

Valencia offers 24-hour online learning support.

[Online Tutoring: Writing, Reading, Speech](#)

[Online Tutoring: Brainfuse](#)

## Finances

Each term, there is a Fee Payment Deadline. Students who register and do not pay their fees by this deadline will be dropped from their classes and will need to attempt registration again and will need to pay a *Late Registration Fee*. Students who initially register after the fee payment deadline also will be assessed a *Late Registration Fee*.

For more information regarding finance questions, click here [VC Business Office](#) or send an email to: [jbrown262@valenciacollege.edu](mailto:jbrown262@valenciacollege.edu)

## Financial Aid

[Valencia Financial Aid](#) provide information you will need to know to successfully apply for financial aid. The first step in determining your financial aid eligibility is the submission of the [FAFSA \(Free Application for Federal Student Aid\)](#). You will be notified through your Atlas email account or by letter about which documents you will need to provide to complete your financial aid file.

## Tuition Installment Plan

Valencia also offers a [Tuition Installment Plan \(TIP\)](#). The fee and deadlines for TIP are accessed via the link.

## Academic Advising

The BSN Program Advisor provides academic advising for the ORNBP students. [Schedule an appointment](#) or contact the advisor by email or phone with any questions about course selection, registration, degree requirements, and/or progression toward your degree: [jbrown262@valenciacollege.edu](mailto:jbrown262@valenciacollege.edu) / 407-582-1564

## Change of Name/Address

Any change in name, local address, permanent address (if different from the local address), or telephone number **must be changed in your Atlas account**.

## Valencia Nursing Student Association (VNSA)

**ORNBP VNSA Advisor: Dr. Diane Reed**

VNSA is a School of Nursing volunteer-based club organized by nursing students for nursing students in the ASN and ORNBP. The VNSA elects' representatives that provide formal feedback to administration and faculty. The ORNBP partners with the ASN Program throughout the educational experience, supporting students emotionally, professionally, and in leadership development.

Regular VNSA meetings provide a mechanism to conduct club activities, discuss student concerns for program improvement, and obtain guidance from collaborating ASN and ORNBP faculty advisors. The ORNBP

students are encouraged to participate in the meetings, which are held both virtually and face-to-face. The ORNBP faculty encourage and support student participation in the VNSA governance structure. ORNBP students can contact the ORNBP VNSA Advisor with any questions at [dreed3@valenciacollege.edu](mailto:dreed3@valenciacollege.edu)