

VALENCIA COLLEGE

SCHOOL OF NURSING

Bachelor of Science Degree in Nursing (BSN)
Online RN to BSN Program



Student Handbook 2022-23

The purpose of this handbook is to familiarize the student with the policies of the program and to provide direction to the student throughout their course of study.

VALENCIA COLLEGE

SCHOOL OF NURSING

Approved on 2022 by:

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Welcome Letter

Dear RN to BSN Nursing Student:

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

This handbook will provide information about the program and answer your questions, not only as new students but throughout the program. Periodically, throughout the program and via your Atlas email, you will receive information about registration and additional program information.

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,

Ruby Alvarez, Ph.D., MSN

Interim Dean, School of Nursing



School of 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 (<http://www.ccneaccreditation.org>).

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 clinical partners for new BSN graduates, Valencia College began offering an RN to BSN program in 2018.

The BSN degree at Valencia College provides an opportunity for Associate of Science Degree in Nursing (ASN/ADN) graduates to further their potential for career advancement. The curriculum offers advanced courses in the cardiopulmonary system, the healthcare system and a continued focus on research, leadership, and education. Designed for working professionals, the program is completely online, with the exception of completing clinical hours for NUR 3634C Community Health Nursing and NUR 4945C Nursing Capstone.

Program Mission & Goal

Mission

To provide the ASN/ADN-prepared RN the opportunity to further their education and increase their potential for career advancement in the nursing field.

Goal

Online RN to BSN program will prepare the ASN/ADN RN to meet the ever-changing needs of diverse communities through teaching and learning methods that promote evidence-based and quality, safe client care.

Program Outcomes

1. The graduate of the Online RN to BSN Program will create a culture of safety and empowerment by applying leadership concepts within complex organizational systems.
2. The graduate of the Online RN to BSN Program will collaborate with inter/intraprofessionals to achieve consistent, evidence-based, and successful patient/client care outcomes.
3. The graduate of the Online RN to BSN Program will analyze healthcare policy, finance, and regulatory environments to impact the nursing profession.
4. The graduate of the Online RN to BSN Program will implement best nursing practices in patient care utilizing technology and informatics.
5. The graduate of the Online RN to BSN Program will evaluate health deficits, prevention, and health promotion in diverse and community populations.
6. The graduate of the Online RN to BSN Program will adhere to the principles of the American Nurses Association (ANA) Code of Ethics.
7. The graduate of the Online RN to BSN Program will integrate theoretical and empirical knowledge to address global health care through the use of best practices in nursing.

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 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 Bachelor of Science in Nursing (BSN) Online RN to BSN Program is designed for individuals who have completed a regionally or nationally accredited Registered Nurse (RN) program & hold an active RN license or are eligible to take the National Council Licensure Examination (NCLEX). The program provides an opportunity for RNs to further their education and increase their potential for career advancement. The curriculum offers advanced courses in nursing research, leadership, nursing theories, and community health.

For additional admission information, please click on the following Valencia College catalog link:

[2022 – 23 Catalog Nursing, BSN](#)

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
- ___ 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, and choose the Bachelor's degree in nursing as your major.

To request additional information, please contact Career Program Advisor Miguel Naranjo or schedule a meeting by clicking on this [link](#).

Program Requirements

The minimum number of hours to graduate with a BSN from Valencia College is 120 credit hours. The Bachelor of Science in Nursing (BSN) degree program 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: <http://catalog.valenciacollege.edu/degrees/bachelorofscience/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 Curriculum	30
Total Credit Hours	At least 120

Technology Requirements

All Online RN to BSN courses use the Canvas platform, which can be accessed here if you are an enrolled student: <https://online.valenciacollege.edu/login/canvas>

You can view the courses here if you're not enrolled:

<https://catalog.valenciacollege.edu/degrees/bachelorofscience/bsn/#programrequirementstext>

Canvas Help & Support

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.

RN to BSN Educational Plan (Course Offerings)

There are two suggested educational plans – the first plan is if you completed an Associate of Arts (AA) degree prior to entering the BSN program, and the second plan is if you did not complete your AA prior to entering the BSN 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 (i.e., 3 Terms, including summer), while the part-time plan may be completed in 2 years.

Educational plans are based solely on RN to BSN curriculum and do not include missing AA courses.

Completion of the program may be extended if students need to complete AA requirements.

The RN to BSN 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 16-week (Fall and Spring) and 12-week (Summer).

Full-Time Plan Example

1 st Term	Course Title	Total: 12 credits
NUR 1060C	Health Assessment Across The Lifespan	3 credits
NUR 3825	Professions of Role Transformation	3 credits
NUR 3870	Informatics in Healthcare Nursing (elective)	3 credits
NUR 3125	Pathophysiology for Nursing Practice	3 credits
2 nd Term	Course Title	Total: 13 credits
NUR 3634C	Community Health Nursing	4 credits
NUR 4655	Diversity and Global Trends in Nursing	3 credits
NUR 4837	Healthcare Policy and Economics in Nursing	3 credits
NUR 3169	Evidence and Research in Nursing Practice	3 credits (Prerequisite: STA 2023 – Statistical Methods)
3 rd Term	Course Title	Total: 8 credits
NUR 4945C	Nursing Capstone	2 credits
NUR 3145	Pharmacology (elective)	3 credits
NUR 4829	Leadership and Management in Nursing	3 credits
Graduate with BSN / Total:		30-33

Part-Time Plan Example

1 st Term	Course Title	Total: 9 credits
NUR 1060C	Health Assessment Across The Lifespan	3 credits
NUR 3825	Professions of Role Transformation	3 credits
NUR 3870	Informatics in Healthcare Nursing	3 credits
2 nd Term	Course Title	Total: 6 credits
NUR 4655	Diversity and Global Trends in Nursing	3 credits
NUR 3125	Pathophysiology for Nursing Practice	3 credits
3 rd Term	Course Title	Total: 6 credits
NUR 4837	Healthcare Policy and Economics in Nursing	3 credits
NUR 4829	Leadership and Management in Nursing	3 credits
4 th Term	Course Title	Total: 7 credits
NUR 3634C	Community Health Nursing	4 credits
NUR 3169	Evidence and Research in Nursing Practice	3 credits (Prerequisite: STA 2023 – Statistical Methods)
5 th Term	Course Title	Total: 5 credits
NUR 4945C	Nursing Capstone	2 credits
NUR 3145	Pharmacology	3 credits
Graduate with BSN / Total:		30-33

GRADUATION NOTE:

Prior to Valencia 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, 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, or C.

The student must earn a grade of “C” or better in all prerequisite and upper-division courses to successfully complete the BSN degree.

Program academic courses in which a student receives a grade lower than “C” may be repeated for grade forgiveness.

Students in Bachelor’s degree programs at Valencia College are *not* limited to the number of attempts per course.

Before withdrawing from a course, it is best that students first discuss their course progress with their course faculty before contacting the 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 Valencia College Catalog at the following link [Student Appeal Process Instructions](#)

Grading Scale Policy

The Online RN to BSN Program has adopted the following grading scale. See each course syllabus for the applicable standards.

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

Attendance/Withdrawal Policy

Students are expected to participate in all classes for which they are duly registered. Regular participation in the online environment is a significant factor that promotes success in college.

Please review [Valencia's Class Attendance page](#) for important details. Please discuss any course concerns or questions with your faculty and Online RN to BSN Program Advisor.

Licensure Status Policy

Your professional licensure (RN status) must remain current throughout your enrollment in the Online RN to BSN Program. At the beginning of the following courses: NUR3825, NUR3634C, and NUR4945C, an official verification of your RN licensure status must be documented. The Online RN-BSN student will obtain verification by using the [Nursys Website](#); select the QuickConfirm License Verification option.

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 School of Nursing Dean and the Program Advisor.

Experiential Learning

Experiential learning hours for the Online RN to BSN students are required and will occur in NUR 3634C/Community Health Nursing and NUR 4945C/Nursing Capstone courses. The focus of experiential learning for the licensed RN is the integration of new knowledge, enhancement of collaborative practice, and the accomplishment of program outcomes.

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

Online RN to BSN Program faculty supervise NUR 3634C & NUR 4945C students throughout their experiential learning assignments. NUR 3634C requires a total of 30 hours for experiential learning hours, which includes ten (10) virtual hours and 20 live community site(s) hours. NUR 4945C requires the student to complete 10 hours.

Experiential Learning Attire

When conducting Online RN to BSN 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 Valencia 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 #2 *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 Online RN to BSN Program Advisor.

Graduation

Valencia College graduates students at the end of each Fall, Spring, and Summer Full Terms and holds an annual commencement ceremony at the end of Spring Term. 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 in to 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

Valencia College encourages your participation in the graduation ceremony. Participation in graduation gives you a chance to celebrate your BSN degree achievement with family, peers, faculty, and Valencia administrators.

RN to BSN Transient Student Policy

Valencia College is a member of a Consortium that includes Seminole State College and Lake Sumter State College. Each institution will offer two (2) electives, and students from any of the consortium institutions may take these electives, or other courses, as transient students:

Institution	Prefix and Number	Course Title
Valencia College	NUR 3145	Pharmacology
	NUR 3870	Informatics in Healthcare Nursing
Seminole State College	NUR 4886	Critical Care Nursing
	HSC 4404	Medical Disaster Management
Lake Sumter State College	NUR 3678	Nursing Care of Vulnerable Populations
	NUR 4286	Gerontological Nursing

Financial Aid: 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 Advisor or RN to BSN Program Manager at their home institution for assistance. The Advisor or Program Manager 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)
 - 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
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. After Valencia College 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 [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.

- **In the event that a student engages in dishonest or fraudulent practices in any school-related environment, please refer back to the Academic Standards and Progress section of this document.**

Students with Disabilities Policy

Valencia College 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 Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

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, Room 102. You can contact them at 407-582-1523 and at the [OSD](#) webpage.

Student Dispute and Resolution Policy

The student dispute policy is a combination of *Valencia's College-wide Student Dispute and Resolution Policy* and the *RN to BSN Academic Dispute Procedure*.

This procedure was created to address any concern or complaint regarding an academic instructor, course, experiential site, and/or non-academic matters (discrimination, harassment, and related misconduct).

Academic Dispute Procedure

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

1. If the complaint is regarding a didactic/online class:
 - a. Communicate with faculty during office hours or by appointment to address & resolve the issue as soon as possible.
 - b. After discussion with the faculty, if the issue is still unresolved, contact the Dean or identified designee to mediate toward a resolution.
 - c. After mediation, if the identified designee is contacted & issue is not resolved, then make an appointment with the School of Nursing Dean to resolve the issue.

In the event that the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow *Valencia College's Policy on Student Academic Dispute and Administrative Complaint Resolution* ([Policy 6Hx28:8-10](#))

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 a written **Concern/Issue Request** to the SON Dean or the Deans' designee 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](#) webpage). 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, Program Chair, Dean, 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 at 407-582-3421 or via email at rkane8@valenciacollege.edu. Students can refer to the following webpage for additional information and resources: [Equal Opportunity and Title IX](#). The RN to BSN Program Academic Policies are consistent with the [Valencia College Policies & Procedures](#).

Confidentiality and Use of Electronic Devices Policy

Privacy Rights of Students

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). 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:

- The right to see the information that the institution is keeping on the student
- The right to seek an amendment to those records and, in certain cases, append a statement to the record
- The right to consent to the disclosure of his/her records
- The right to file a complaint with the FERPA Office in Washington

Information is also available on the [US Department of Education FERPA](#) webpage and [VC FERPA](#) webpage.

Course Communication Policies

Atlas and Student E-mail Accounts

Atlas is Valencia's online learning community, customized to each individual'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, and academic records.

Atlas Help Desk: 407-582-5444

As an admitted Valencia student, you will receive an email account through Atlas; this will be the primary and official form of communication from Valencia to you. You should not forward your Atlas email as many Internet service providers filter Atlas email as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your Atlas email, on your individual course sites, and throughout Atlas as general information. Atlas allows access to your student records, course registration, schedule change, and course withdrawal; account review and payment of fees; financial aid review; review of grades; degree audits and unofficial transcripts; official transcript requests; and address updates. Also, you can develop your career and education plans as well as document your learning outcomes in Atlas.

Valencia will use your Atlas email to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses Atlas email as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition, fees, etc. Communications sent to a student's Atlas email address are official notices.

You are responsible for the information and notices that are sent to you via your assigned Valencia email. To avoid missing important communications from Valencia, it is suggested that you set your Web browser to Atlas and check your account every day for official announcements and notifications.

At the time of acceptance to the degree, you are placed in the Atlas Group named "Bachelor of Science in Nursing," which can be used for communication with the other BSN students and the staff who are members of the group.

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. Please see the [Netiquette LibGuide](#).

- **General RN to BSN Guidelines to Keep in Mind When Communicating Online:**
 - Treat others with respect in all online communication
 - Always use your professors' proper title: Dr. or Prof., or if you're in doubt, use Mr. or Ms. unless specifically invited, *don't refer to them by their first name.*
 - Use clear and concise language
 - Remember that all college-level communication should have correct spelling and grammar
 - Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
 - Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
 - Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING

- Be cautious when using humor or sarcasm, as the tone is sometimes lost in an email or discussion post, and your message might be taken seriously or be offensive
- Be careful with personal information (both yours and others)
- Do not send confidential patient information via email

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.

Many students struggle with the use of APA formatting. Composing your own thoughts into well-written, clearly worded papers and discussions is very important and, when incorrectly done, is considered Plagiarism. To strengthen your use of the APA style, you are required to purchase and keep an APA textbook until you graduate from the RN to BSN Program.

Unicheck

The Online RN to BSN papers submitted by students into Canvas will be evaluated by the Unicheck plagiarism detection software. The Unicheck software is set based on course assignments. If you need to discuss your Unicheck results, please contact your course faculty.

Distance Learning Support, Writing Center Services, & Student Services

Distance Learning Support

Valencia offers a broad range of services for Distance Learning Support, such as online [Distance Tutoring](#). If you need tutoring assistance outside of the hours provided by Valencia's tutoring team or if you need tutoring in a subject that is not offered through Valencia's online tutoring (e.g., nursing and information technology), you can access additional tutoring services through [Brainfuse](#).

West Campus Writing Center Services

Valencia offers a 24-hour Online Writing service to students. Students can access the [Writing Service](#) here.

Student Resources

Important RN to BSN student program resources can be found in the *RN to BSN Student Lounge (RtBL)*, located in Canvas. This Canvas space includes information such as student scholarships and program accreditation program forms. Please access the RtBL throughout your entire RN to BSN experience to ensure you can view and retrieve the most recent information and forms.

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 an answer to further finance questions, click the [VC Business Office](#) or send an email to this address: mnaranjo3@valenciacollege.edu.

Financial Aid

The Online RN-BSN Program is covered by financial aid for students who qualify. [Valencia Financial Aid](#) information can be accessed via this provided link. The first step in determining your financial aid eligibility is the submission of the FAFSA (Free Application for Federal Student Aid) via the [Federal Student Aid](#) website. 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 signing up for TIP are provided at that website.

Academic Advising

The Online RN to BSN program advisor provides academic advising for RN-BSN 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: mnaranjo3@valenciacollege.edu / 407-582-1401

White Coat Pinning Ceremony (WCPC)

At the end of every Term, the Online RN-BSN Program graduates participate in the WCPC. The WCPC is a rite of passage that serves to elevate the BSN graduate nurse's 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 BSN Pin to the white lab coat, and collectively reciting the White Coat Oath.

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.

VNSA (Valencia Nursing Student Association)

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

Monthly VNSA meetings provide a mechanism to conduct club activities, discuss student concerns for program improvement, and obtain guidance from collaborating faculty advisors. The Online RN to BSN students can participate in the meetings, which are held both virtually and face-to-face. The Online RN to BSN faculty support student participation in the VNSA governance structure.