



California State University
SAN MARCOS

School
of Nursing

**California State University San Marcos
College of Education, Health and Human Services
School of Nursing**



TBSN, ABSN, ADN/RN-BSN

Student Handbook

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SECTION 1 – SCHOOL OF NURSING

The California State University San Marcos (CSUSM), School of Nursing (SoN) resides within the College of Education, Health & Human Services (CEHHS). The SoN Student Handbook follows the California State University, San Marcos general catalog and is intended to facilitate student progress and success through the nursing program. The handbook is available on the CSUSM website and Undergraduate Student Central (School of Nursing). The San Marcos campus admits traditional (TBSN) and accelerated (ABSN) cohorts. The Temecula campus admits accelerated (ABSN) cohorts. ADN/RN-BSN students complete a fully online program.

Mission

The SoN at CSUSM strives to holistically prepare students to transition to professional nursing practice using innovative, evidence-based teaching strategies in the service of an increasingly complex, evolving, and diverse global community.

Vision

By fostering research, evidence-based practice, and innovative teaching strategies, the SON at CSUSM seeks to expand the nursing profession in our community by empowering our faculty, staff, and students to be collaborative members of interprofessional teams and leaders in promoting the four spheres of care: health and well-being/disease prevention, chronic disease care, regenerative or restorative care and hospice/palliative/supportive care for diverse populations across the lifespan in a variety of settings. Faculty, staff, and students will reflect the diversity of our region and will champion equitable access to higher education and across systems of care.

Values

Integrity
Mutual Respect
Compassion
Adaptability
Equity
Integrity

Being morally accountable and responsible for one's judgment and actions even when unobserved.

Mutual Respect

The intentional act of showing consideration for another person's interests, well-being, and autonomy, demonstrating dignity and regard for all.

Compassion

The person-centered practice of relating to ourselves and others as human beings, recognizing suffering and vulnerability, and being motivated to respond in a caring, empathetic, equitable, and respectful manner.

Adaptability

The ability to nimbly respond to changes in the global community and healthcare environment as educators, researchers, and healthcare professionals to best meet the needs of students, individuals/families, communities/populations, and systems of care using the best available evidence.

Equity

The practice of allocating the resources and opportunities needed to allow individuals to participate in society with the goal of overcoming obstacles to ensure fairness and student success.

<https://www.csusm.edu/nursing/aboutus/mission-vision.html>

Licensure and Accreditation

The School of Nursing Traditional (TBSN) and Accelerated (ABSN) Baccalaureate program, and ADN/RN-BSN are licensed by the California Board of Registered Nursing (BRN). The baccalaureate degree program in nursing at CSUSM is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). More information on accreditation can be located at: <https://www.csusm.edu/nursing/aboutus/accreditation.html>

Code of Ethics for Nurses

The SoN follows the American Nurses Association (ANA) Code of Ethics. The standards can be located at American Nurses Association: <https://www.nursingworld.org/coe-view-only>

Goals of the Baccalaureates Program

The primary objectives of the baccalaureate-nursing programs are to prepare professional nurse generalists to serve as leaders who collaborate with other members of the health care team in providing compassionate care to individuals, families, and groups in institutional and community settings, and establishing the foundation for graduate education in nursing. The curriculum is designed for self-directed study, creative expression and understanding of self and others. Throughout the nursing program, there is emphasis on critical thinking, synthesis and application of concepts drawn from the arts and humanities, natural, social, and medical sciences, personal and professional ethics, and accountability.

Nursing Programs and Program Offerings

Information about program offerings, curriculum sequence, requirements, and licensure can be located at: <https://www.csusm.edu/nursing/programs/index.html>

San Diego and Riverside counties serve as clinical placement sites for both San Marcos and Temecula cohorts. TBSN and ABSN students from both campuses may travel long distances throughout both counties for clinical course rotations.

Currently, the CSU (California State University) Chancellor's Office provides General Liability and Professional Liability for students enrolled in a Health Profession Practicum. This coverage is

referred to as SPLIP (Student Professional Liability Insurance Program). Further information can be located at: <https://www.csusm.edu/risk/csueo.html>

Undergraduate Nursing Student Policies and Procedures

The most current SoN policies, procedures and guidelines pertaining to the undergraduate nursing student can be located in Undergraduate Student Central.

<https://community.csusm.edu/course/view.php?id=98>

Complio Requirements

Complio (Compliance & Immunization Management) <https://sdnahsec.complio.com> is used to organize required documents, such as immunizations, background check, drug screen, and share these requirements with clinical sites.

Students are required to maintain compliance throughout the nursing program. Any lapse in compliance may result in missed clinical time as students are not allowed in clinical with outstanding Complio requirements. Please refer to the Nursing Student Health and Clinical Compliance Policy

Immunizations and vaccinations are available for a fee at the [Student Health and Counseling Services \(SHCS\)](#), or they may be completed through the student's personal health care provider.

Background Check and Drug Screening

All students must complete a Nursing Consortium background check and drug screen before their first nursing clinical course. The Background Check includes a state, county, and federal screening. For more information, please see the Student Health and Clinical Compliance Policy in the Undergraduate Student Central.

Some clinical sites also require students to complete a Live Scan clearance. Should this occur, faculty will direct you on how to proceed.

Clinical Placement and Special Considerations

Each semester students will complete clinical rotations at various hospitals and clinical agencies. Clinical rotations are at a variety of sites throughout San Diego and Riverside County areas.

All clinical placement assignments are based upon what the hospitals'/ clinical agency sites have approved for our students including unit, day, and shift. There will be instances when the hospitals/agency sites will cancel or change our clinical days/times based upon the hospitals/health agencies internal needs. These cancellations or changes may occur with little notice to the School of Nursing and subsequently nursing students.

All students are expected to organize their personal life, commitments, and travel arrangements to meet their clinical assignment requirements. The Nursing program is stressful for all students. Stress is not a reason for special consideration.

Each semester part of the clinical placement process includes SoN placements sending out a survey gathering zip code and roommate information. This survey is used as a resource for the clinical placement team and is not a guaranteed special consideration.

Qualifying Categories for Special Consideration

The following are the only permissible reasons to be considered for special consideration regarding clinical assignments in a term:

1. Approved Disability Support Services (DSS)
2. University Athletes
3. Students in ROTC
4. Military reserve
5. Students serving on a University Committee

Process for Special Consideration Request

Special considerations request for the qualifying categories must be emailed to sonplacements@csusm.edu the prior semester. Include required information listed below.

- Students must provide, to the School of Nursing, approval from the Director of the CSUSM DSS Office.
- If students are university athletes, enrolled in ROTC, military reserve, or on a campus sponsored student committee they must provide that information and a schedule of the days/times they are required to attend athletics, military reserve commitments, ROTC, or committee meetings. Please submit proof of your athletic practice times/competition schedule, ROTC schedule, or campus committee schedule. The advisors will verify your status as a university athlete, member of ROTC or a university committee.

There are no guarantees of what agency you will be placed at. Your residence is just one factor of many that is considered in the placement process. We cannot give anyone a preference about clinical days, times, or locations. The Clinical Placements Team attempts to accommodate all special considerations.

Health Education Systems Inc (HESI)/Evolve/Elsevier Products

HESI/Evolve/Elsevier products are used by the CSUSM nursing program to assist students in preparing for the National Licensure exam (NCLEX-RN) and to assist faculty in evaluating the SoN curriculum. HESI/Evolve/Elsevier offers web-based exams that prepare you for critical thinking test items, enhance learning, determine NCLEX readiness, and remediation to enhance your NCLEX success. Throughout the curriculum you will take practice assessments as directed by faculty. Your scores on these practice assessments are used to identify your strengths and weaknesses in your nursing knowledge and critical thinking. This will help you identify the areas you need to spend extra time remediating before taking the NCLEX -RN after graduation. Students must register for the HESI Evolve/Elsevier Program and purchase their Evolve/Elsevier materials before starting the SoN program. Students are encouraged to utilize the HESI Evolve/Elsevier materials to enhance understanding of curriculum topics.

HESI Compass Predictor Assessment

As part of the HESI Compass with Coach program, the HESI Compass is a complete NCLEX preparation program with detailed content review, case studies, customized quizzes, secure HESI exams, and a personal coach to help prepare you for the NCLEX-RN assessment in your final

semester of nursing school. For the SoN to release a student's academic record to the Board of Registered Nursing (BRN) for licensure, a benchmark score will need to be attained on this assessment.

Math Competency

SafeMedicate is a mandatory self-study program used to assess foundational math abilities and to progressively teach math skills necessary for safe medication administration. Students will be given information to order a license for SafeMedicate, during orientation or the nursing fundamentals course.

Students are required to pass the math competency exam in all clinical courses. Reference the Safe Medicate Policy for additional information

Name Badges

Students must obtain an Official School of Nursing Picture ID badge at the Library Media Center on the second floor of Kellogg Library or at the Temecula Campus. Please mention that you are a nursing student when you request this additional ID as the School of Nursing font is larger. This special nursing ID must be worn in clinical agencies and other field assignments. No pins, stickers or other decoration may be worn on the name badge.

Health Tote

The Health Tote must be purchased from the bookstore as it contains skills lab equipment, supplies and assessment tools that will be used throughout the program. This is a one-time purchase and students are expected to bring and use these materials during skills laboratory. Totes are not for resale and must be purchased "new" at the beginning of the nursing program. You can access the bookstore at: <https://www.bkstr.com/csusanmarcosstore/home>

Issues or Concerns with Faculty or Course (Informal Grievance and Chain of Command)

Most issues or concern with a faculty or a course can be resolved informally, using the following steps, which include the following chain of command:

1st Course Faculty

2nd Course Coordinator, if applicable

3rd Assistant and/or Associate Director, SoN

4th Director, SoN

1. The student needs to share their concerns (with a solution, if possible) with the faculty and attempt to reach a resolution. If the concern involves a clinical course, the clinical instructor is the first person to approach.
2. If the issue of concern is regarding a clinical course, and a resolution is not reached with the instructor the next step is for the Course Coordinator to be consulted. If needed, the issue will be elevated to the School of Nursing Undergraduate Associate Director.
3. If the issue of concern is regarding a didactic course, and resolution is not reached the next step is for the student to share their concerns with the School of Nursing Undergraduate Associate Director.
4. If the issue persists, the students are to share their concern with the School of Nursing Director.

5. If a resolution is not found, the last step of the Informal Resolution Process is for students to email the Assistant Dean of the College of Education, Health, and Human Services and/or schedule an appointment (virtual) to discuss the matter.

Skipping steps in the process is not advised. The Dean of Students Office offers student advocacy and resources for grade appeals, student grievances, and student conduct.

<https://www.csusm.edu/dos/advocacy/index.html>

Student Complaint and/or Grievance

Students are expected to use informal channels to address concerns and resolve problems, beginning with a faculty student meeting. If no resolution occurs the student is advised to meet with the course coordinator (unless the conflict is with the course coordinator). If no resolution occurs, the student is directed to meet with the Director of the SoN and the concerned party. If after all SON channels have been exhausted there is no successful resolution, the student will be directed to the Dean of Students who then directs the student to the appropriate office for redress. The University's Grievance policy can be found in the CSUSM Catalog and at the following website: [Student Appeals and Grievances Policy](#)

Should a student wish to file a formal complaint, personnel in the Dean of Students office will provide advisement.

SECTION II - UNIVERSITY INFORMATION

University Catalog

The current catalog is located at: <https://catalog.csusm.edu/content.php?catoid=1&navoid=13>. The catalog contains official policies, regulations, financial aid, scholarship, and admission requirements. Familiarity with university rules and regulations published in the catalog is the student's responsibility.

CSUSM Policies and Procedures

The SoN follows the CSUSM Policies and Procedures. The current Policies, Procedures, and Guidelines Can be located at: https://www.csusm.edu/policies/active/sorted_az.html

Course Registration

TBSN and ABSN nursing students register for courses each term in their Student Center via <https://my.csusm.edu/> The Course Registration Numbers (CRN) for clinical courses are posted in SoN Undergraduate Student Central prior to the start of each semester. Students are accountable to register for the correct CRN.

ADN/RN-BSN students will be registered into their courses by the advisors within Extended Learning.

Graduation Check Procedure

The Nursing Advisors will complete the Graduation Evaluations for all Nursing Students. Students must apply to graduate by the published graduation application deadlines located at:

<http://www.csusm.edu/enroll/graduation/>

SECTION III- STUDENT SERVICES

Student Resources and Services

The university provides a wide array of services and activities for students, which can be explored through the following link: <https://www.csusm.edu/students/index.html>

A School of Nursing designated librarian is available to assist students with projects and library research and can be contacted through the library. The nursing database can be located at: <https://biblio.csusm.edu/content/nursing-databases>

Writing Center

The Writing Center's mission is to be a welcoming learning environment where certified student consultants offer constructive guidance to all writers of all levels at all stages of the writing process. Through one-on-one or small group sessions, we discuss various strategies, instill confidence, provide resources, and encourage critical thinking.

<https://www.csusm.edu/writingcenter/index.html>

APA Guidelines

Formal papers in nursing classes will be written following the guidelines in the most current edition of the Publication Manual of the American Psychological Association (APA). The book should be purchased and kept as a reference. As self-directed learners, students are responsible for learning APA and should utilize their APA manual and the CSUSM writing center.

Disability Support Services

Consistent with CSUSM's goals, the Office of Disability Support Services (DSS) has been designated to provide services and accommodations to students with disabilities to ensure that they have both equal opportunity and access in their educational pursuits. The office will help students determine what accommodations might be needed to enable them to meet the standards.

<https://www.csusm.edu/writingcenter/index.html>

Re-Enrollment

If situations arise that might prevent or prohibit a student from proceeding through the nursing course sequence with their cohort, they should reference the Re-Enrollment Policy and Procedure in Undergraduate Student Central. <https://community.csusm.edu/course/view.php?id=98>

Advisors

Advisors are available to assist students with: Course selection and sequencing of courses; course equivalencies for courses completed elsewhere; any academic problems being encountered, and the evaluation of graduation requirements. The Advisors are available year-round to help current students. Drop-In advising is available to students for the first two weeks of each term (fall and spring). For appointments and further information please use the following phone numbers and

web pages. When calling for an appointment, please state your last name as this will direct the office to pass you on to your appropriate advisor.

San Marcos cohorts ABSN, ADN/RN-BSN call: (760) 750-4020

Email: el@csusm.edu

<https://www.csusm.edu/el/admissions/currentstudents/index.html>

San Marcos cohorts TBSN call: (760) 750-4277

Email: cehhs-ss@csusm.edu

<https://www.csusm.edu/nursing/current/index.html>

Temecula cohorts ABSN call: (760) 750-8730

<https://www.csusm.edu/el/admissions/currentstudents/index.html>

Civility Campaign

The SoN follows CSUSM civility campaign. The mission of the Civility Campaign is to engage CSUSM students, faculty, and staff in learning opportunities to create a community that navigates social justice issues and multiple perspectives through self-reflection, care, respect, and empathy while acknowledging the culture and humanity of others. Please use the following link to read, learn and then follow the CSUSM civility campaign. <https://www.csusm.edu/civility/about/index.html>

SECTION IV - ORGANIZATION and ACTIVITIES

Committees of The School of Nursing with Student Representation

The School of Nursing has numerous committees that meet regularly. The school committees' function as fact-finding, advisory, and coordinating bodies consistent with university and college policies. A student and an alternate from each program (TBSN, ABSN, ADN/RN-BSN) may volunteer each academic year to represent the student body in the Curriculum or Program Assessment and Evaluation committees. As a committee member, students who attend meetings are not voting members but are valued for their ability to articulate the views of the student body and to enhance two-way communication between the faculty and students. Students are highly encouraged to join a committee.

Sigma Nursing Honor Society

Phi Theta is the CSUSM chapter of *Sigma* which was chartered at CSUSM SoN in April 2011. Its purposes are to 1) recognize superior achievement, 2) recognize the development of leadership qualities, 3) foster high professional standards, 4) encourage creative work, and 5) strengthen commitment to the ideal and purposes of the profession. Sigma chapter officers may be any active member of the chapter. Several academic and community service events will be held each year sponsored by Phi Theta. Students eligible to join this nursing honor society will receive an invitation to join from Sigma. To learn more about Sigma, consult the website at: https://www.csusm.edu/nursing/current/associations_societies.html

National Student Nurses Association (NSNA)

With a membership of approximately 50,000 nationwide, the National Student Nurses' Association mentors the professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. NSNA members can maximize their leadership potential and enhance their career development. Self-governance opportunities are available at the school, state, and national levels.

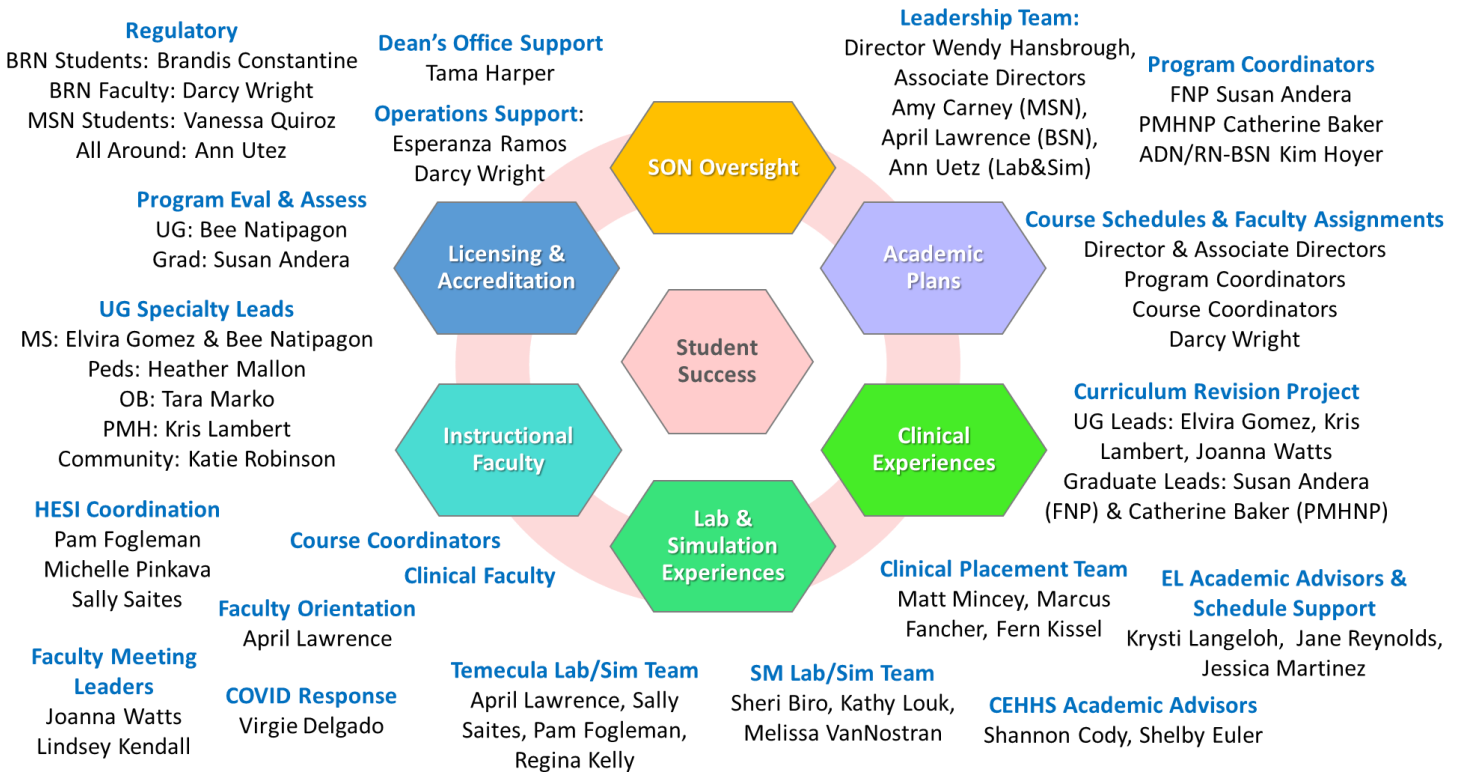
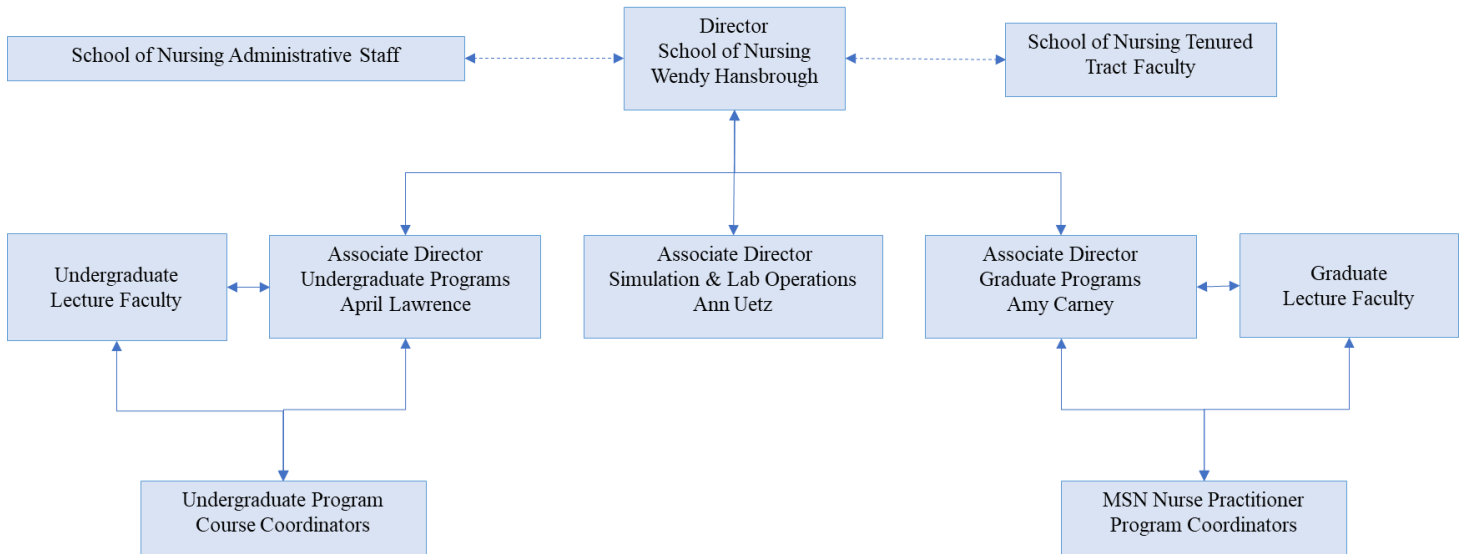
Information about the CSUSM Chapter of NSNA can be located at:

https://www.csusm.edu/nursing/current/associations_societies.html

Top ten reasons to join the CSUSM Chapter of NSNA:

- To Have a Voice
- Passion for the Profession
- Leadership Opportunities
- Broadening Knowledge
- Career Building
- The NSNA Convention
- Benefits
- Access to Professional Role Models
- Community Outreach
- Share the experience

Appendix A: Organizational Charts



CSUSM CEHHS Organizational Chart

