



NURSING

**BSN (Pre-licensure)
STUDENT HANDBOOK
2021-2022**

**Robert Morris University School
of Nursing, Education, and
Human Studies**

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I. Welcome and Contact Information

Congratulations on your initial, or continued, enrollment in the pre-licensure nursing program at RMU. It is our goal to prepare you for a rewarding career as a professional nurse. This student handbook will serve as a guide to assist you throughout your years in the nursing program and increase your awareness of the program policies, guidelines and requirements. It is an expectation that you will review this handbook and refer to it throughout the year. The handbook is updated every year, so be sure to review the version posted for the current academic year.

A successful undergraduate nursing student is responsible, accountable, and informed. Your success depends on many factors, including a dedication and commitment to academics, effective communication skills, utilization of the resources available to you at RMU, and compliance with all program and clinical guidelines and policies.

As noted above, the student handbook is updated yearly, along with other policies and guidelines specific to your program. Students are responsible for reviewing and adhering to all current policies and guidelines as noted on the School of Nursing, Education and Human Studies (SNEHS) website: [Robert Morris University-SNEHS-website](#)

On behalf of the Department of Nursing administration, faculty and staff, I wish you every success as you prepare for an amazing career in nursing.

Best regards,



Dr. Nadine Englert, PhD, MSN, RN

CONTACT INFORMATION FOR BSN PROGRAM

Dr. Nadine Englert
Associate Dean & Chief Nurse Administrator
englert@rmu.edu
412-397-6805

Dr. Jessica Kamerer
Department Head of Nursing
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412-397-3542

II. Department of Nursing (DON)

A. Accreditation and Approval

All nursing programs within the RMU Department of Nursing are fully accredited by [CCNE](#) (Commission on Collegiate Nursing Education) for the period 2020-2030. In addition, the pre-licensure BSN Program remains on the [Pennsylvania State Board of Nursing](#) list of *fully approved* registered nursing education programs in the Commonwealth of Pennsylvania.

B. DON Mission, Vision and Values

Mission: The Department of Nursing develops engaged, productive and successful healthcare professionals through experiential learning, inspiring faculty, and worldwide opportunities.

Vision: As a student-centered school of excellence, we aspire to lead, co-create, and transform healthcare education through innovative programs that build relationships, knowledge, and skills.

Values:

- Innovation: High-quality cutting edge programs with attention to individual student achievement
- Professional Focus: Accountability and commitment to the healthcare professions
- Transformation: Changing lives through engagement that promotes lifelong learning
- Responsiveness: Prepared for a volatile, uncertain, complex and ambiguous healthcare environment
- Global Perspective: Respect and appreciate differing cultural values and perspectives
- Excellence: A learning organization committed to exemplary teaching, scholarship, service and/or clinical practice
- Inclusion: We welcome and embrace the unique differences and varying perspectives of individuals

C. BSN Program Objectives

The BSN program prepares students to:

- Demonstrate critical thinking, clinical decision-making and psychomotor skills necessary for safe and competent practice
- Integrate methods of research and scholarship to make and prioritize diagnoses, plan, implement and evaluate the care of individuals, groups and communities
- Assess health and incorporate principles and methods of health promotion and health education in nursing care of individuals, groups and communities
- Integrate traditional and developing methods of discovering, retrieving and using information in nursing practice
- Demonstrate professional behaviors when providing nursing care to individuals and families
- Describe how health care delivery systems are organized and financed and the effect on patient care
- Communicate clearly and succinctly in speech and writing.

D. Department of Nursing Faculty

The Department of Nursing at RMU is committed to hiring highly qualified full-time faculty and part time instructors with expertise in both nursing and education. Students are encouraged to form scholarly relationships with faculty and to seek individual assistance when needed. [Faculty](#) members are committed to assisting students in achieving success while maintaining the high standards required by of the nursing profession.

III. Policies, Procedures and Important Guidelines

A. Academic Calendar

The [Academic Calendar](#) is maintained by the university registrar and includes important dates for registration, drop/add periods, final exams and other important dates.

B. University Policies & Guidelines

B1. Academic Policies

Students are expected to review and adhere to all university-level [Academic Policies](#) under the jurisdiction of the University Provost. In addition, students must adhere to policies within their department and/or program of study.

B2. Academic Integrity

All students are expected to adhere to the standards of Academic Integrity as stated in the [RMU Academic Integrity Policy](#). Any student who violates the Academic Integrity (AI) Policy is subject to possible judicial proceedings according to the recommendations of the AI Committee. Sanctions are outlined in the policy and range from no disciplinary action to being dismissed from the university.

B3. Student Life Policies

In addition to the academic policies, RMU enforces a set of [Student Life Policies](#), including the Code of Student Conduct. Enforcement of these policies help to ensure a safe campus community and apply to all students across all levels.

B4. COVID-19

Students should visit the [COVID-19 Information Hub](#) on a regular basis for university updates and messages to the campus community. Nursing students must also adhere to all clinical education guidelines and affiliating agency requirements regarding COVID-19.

C. Department-level and Program-level Policies

The Department of Nursing has specific program-level policies to guide academic and clinical practices and procedures. Students are required to adhere to all department-level and program-level policies and procedures. Students can use the following link to review all relevant departmental and program-level policies:

[RMU – SNEHS Undergraduate Policies and Procedures](#)

NEW POLICY - EFFECTIVE FALL 2021

Students should pay particular attention to a new program-level policy outlining specific requirements for successful progression in the nursing major. Students who fail to meet the specified requirements will face delayed program progression and/or program dismissal. The new policy takes effect August 30, 2021 and will not be enforced retroactively. Please review the new policy here: [Academic Requirements for Program Progression](#)

D. Fees

Students enrolled in the undergraduate nursing program are responsible for additional costs and fees associated with the program. Examples of additional costs include, but are not

limited to, textbooks and resources, uniforms and equipment, technology (e.g., Skyscape® software). Students will also incur the costs associated with clinical education, such as background clearances, drug testing, transportation and parking. There are also course-related fees for labs, simulation, standardized examinations and NCLEX prep materials.

The following link provides information about tuition and university fees: [Tuition and University Fees](#)

E. RMU Student Email

Email is used by the faculty, staff and administration to notify nursing students of important information. Students are expected to monitor their RMU student email account on a daily basis and use it for all university related communication.

F. Chain of Command for Concerns or Formal Complaints

A student who has a question or concern directly related to a course is encouraged to resolve the issue with the appropriate faculty member. In the event the issue cannot be resolved, students must follow the procedure outlined in the university's [Student-Faculty Dispute Policy](#).

A student with a concern or formal complaint that is not course-related should notify the Department Head of Nursing in writing. In turn, the Department Head will request additional information and/or provide guidance and direction. When appropriate, the Department Head will consult with BSN Council and/or other nursing administrators in an effort to resolve the situation.

G. Appeals Process

Students who opt to appeal a department-level decision must adhere to a specific process and timeline. The student must notify the Program Director or Department Head of Nursing in writing and within 7 days of any formal department-level notification or posting of grades. Upon receipt of the intention to appeal, the Program Director or Department Head (DH) will convene a meeting of additional faculty and/or nursing administrators. Decisions related to an appeal will be communicated to the student by the Department Head.

IV. Curricular Information

A. Program Tracks

The RMU Department of Nursing offers two pathways for pre-licensure students to earn their baccalaureate degree.

The *Traditional* track is intended for students who do not have a previous bachelor's degree. Additional information, including admission requirements and the 4-year course plan, can be found on the BSN Program website: [Traditional BSN Program](#)

Students in the traditional 4-year BSN track are permitted to apply for program acceleration. Information about this option will be made available to students during the fall term of their junior year. Students interested in accelerating must meet specific criteria and follow the process outlined on the application form: [Application to Accelerate in BSN Program](#)

The accelerated *Second-Degree* track is intended for students who have earned a baccalaureate (or higher) degree in another discipline. The program is typically completed in four consecutive terms once all pre-requisite courses are complete. Additional information,

including admission requirements, pre-requisite courses and the second-degree course plan are available on the program website: [Second-degree BSN Program](#)

B. Advisement & Registration

All undergraduate nursing students are encouraged to meet with their assigned academic advisors on a regular basis. Students are expected to communicate with their academic advisor for any academic issues and/or questions regarding registration and course planning. Prior to course registration, advisors must approve course selections for the nursing major. Students who do not schedule an advisement meeting will likely delay course registration.

During the first two years of the traditional nursing program, students are assigned to Ms. Becca Delaney, the Enrollment Coordinator and Academic Advisor. During the final two years of the traditional program, students are assigned to a faculty member.

Students in the second-degree program will be assigned to a faculty member for academic advisement.

Students who withdraw from a course due to a failing grade OR those who fail to meet the objectives of a course on the first attempt are required to repeat the course. Repeating students are not guaranteed a seat; students who are repeating a course will only be registered if an opening exists.

The RMU [Course Catalog](#) contains information regarding course offerings for each term. Students can also browse for courses and register using the self-service portal in [Banner](#).

D. Course Pre-/Co-requisites or Simultaneous Requirements

Courses may have pre-requisites, co-requisites, or simultaneous requirements (see descriptions below). These specific requirements will guide student progression and advisement decisions throughout the nursing curriculum. The requirements for each course are listed in the Course Catalog. Students are also encouraged to discuss course requirements with their academic advisors.

- If a desired course has a pre-requisite listed, the prerequisite course must be satisfactorily completed before the desired course can be taken.
- If a desired course has a co-requisite listed, then both courses must be taken concurrently and both courses must be successfully completed in the same semester. If one of the co-requisite courses is failed then both courses must be repeated. Failure of one component of a co-requisite course equals one course failure.
- If a desired course has a simultaneous (concurrent) requirement listed, then this requirement can be satisfactorily completed either before, or taken concurrently with, the desired course.

Due to the prescriptive plan of study in the nursing program, students should consult with their Academic Advisors prior to withdrawing or dropping a course

E. Standardized Testing

The prelicensure BSN program utilizes standardized testing to assess student achievement and to elevate student outcomes. For academic year 2021-2022, the BSN program will continue to use Elsevier's HESI® testing products. The following link provides additional information about HESI® exams and required remediation: [Remediation Policy](#)

F. Testing Platform

The prelicensure BSN program utilizes ExamSoft, an assessment management platform. This platform enables completion of assessments and analysis of exam results and other data in an online format. Prelicensure BSN students are required to take exams via the ExamSoft platform using Examplify software. Students are expected to utilize their own personal computer and are responsible for downloading and maintaining the Examplify software.

To determine if your computer meets the minimum system requirements, please review the information on the [ExamSoft](#) site.

[ResTech](#) is available for assistance with technical support on personal computers for students who live on campus. All others should contact [ExamSoft Support](#).

G. FLEAPs and Study Abroad Opportunities

[Faculty-Led Education Abroad Programs \(FLEAPs\)](#) provide students with once-in-a-lifetime opportunities to travel and learn abroad while earning course credit. FLEAPs and other study abroad opportunities are coordinated through the [Center for Global Engagement \(CGE\)](#).

Of particular interest to nursing students are service-learning FLEAPs under the coordination of Dr. Carl Ross. Over the years, Dr. Ross has coordinated international experiences in Nicaragua and Ecuador. Students participating in these FLEAPs may be eligible to receive partial clinical credit in designated courses (Community Health and/or Transition to Professional Practice). Prior to registering for an international experience, students should consult with the course faculty to address course-specific requirements.

V. Clinical and Simulation Education Information

A. Confidentiality and HIPAA

The [Health Insurance Portability and Accountability \(HIPAA\)](#) Act of 1996 is an extensive piece of legislation that requires the standardization of electronic patient health, administrative, and financial data. Strict patient confidentiality is expected at all times in accordance with HIPAA, RMU policies, and clinical facility policies and procedures. A violation of patient confidentiality may result in disciplinary action including dismissal from the nursing program.

B. Prevention of Blood borne Illnesses

The Department of Nursing has a policy to guide the prevention of blood borne illness, including strict adherence to universal precautions. It is the responsibility of all students to follow this policy in order to protect themselves and others. The policy adheres to CDC and OSHA standards. [Blood Borne Pathogens Policy](#)

C. Clinical Requirements

The Department of Nursing (DON) is required to comply with all clinical agency affiliation agreements. The affiliation agreements outline specific requirements and guidelines necessary for students to fully participate in clinical activities. As a reminder, nursing students are guests at the clinical facilities and must adhere to all policies and procedures in an attentive and respectful manner.

The DON utilizes [CastleBranch \(CB\)](#) as a background screening and compliance management system. Students will receive detailed information regarding how and when to

access CB. Students must remain attentive and responsive to communication regarding CB and all clinical requirements.

Per the [Clinical Requirements Policy](#), failure to complete the requirements by the established deadline will result in students being removed from course rosters. In turn, this will result in delayed program progression or dismissal from the program.

In accordance with our current clinical affiliation agreements, the following items must be completed prior to *any and all* clinical experiences. The costs associated with clinical requirements are the responsibility of the student.

Items are subject to change at the discretion of the clinical agencies.

- Initial and annual health evaluation.
- Verification of immunity to Varicella, Measles, Mumps, Rubella, Hepatitis B surface antibody (Anti HBs titer). Hepatitis C antibody level
- Tdap within last ten years or a Td booster (per CDC guidelines)
- Two-step PPD test and annual TB test (or Quantiferon Gold Bloodtest)
- Initial 10-panel urine drug screen (some facilities may require additional panel). ALL RMU nursing students are subject to random [testing for substance abuse](#).
- Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal Record Check Clearances AND FBI Criminal History Background Check
- Proof of Health Insurance
- Vaccination status for influenza and COVID-19
 - Agencies reserve the right to mandate certain vaccinations prior to entry
- Current CPR certification – *AHA BLS for Healthcare Providers*

NOTE: The annual health evaluation, TB test, and background clinical clearance updates are required on an **annual** basis throughout the program.

It is the student's responsibility to maintain accurate records and to update all clearances per the policy. Students are advised to keep the original documents but may be asked to supply additional copies of documentation surrounding clinical clearances.

In the event of a positive background report or positive drug test, the Department of Nursing is required to disclose the information to appropriate personnel at the clinical agency(ies). The student will be asked to complete a personal statement about the offense. The student's statement will kept on file and shared with the clinical facility. Course faculty will be notified on a "need to know" basis.

The clinical agency reserves the right to refuse a clinical placement to students with a positive criminal record and/or drug test. This refusal may result in the student's inability to meet the course objectives and clinical requirements. In turn, this will result in the failure of the course per the [Clinical Requirements](#) policy.

NOTE: A charge or a conviction of a felonious act may prevent students from attending clinical experiences. Inability to fulfill clinical objectives could result in failure of the course and/or dismissal from the program. A charge or a conviction may also affect the ability to obtain a nursing license; the individual State Board of Nursing has final authority regarding licensure decisions.

It is the responsibility of the student to **IMMEDIATELY** notify the Department of Nursing of any change in criminal background or clinical clearance. Any unreported change in status or falsification of information will result in dismissal from the nursing program.

C1. Health Forms

An initial health evaluation is required prior to the start of the first course with clinical agency activities. An annual health evaluation is required throughout the duration of the BSN program where a student is enrolled in clinical courses.

The Department of Nursing health evaluation requirement and form are different than the health evaluation required by Student Life. Documents for this evaluation are available on the [RMU CastleBranch](#) (CB) site. Students are responsible for downloading the form from CB and having it completed by the healthcare provider. Completed forms need to be uploaded to the CB site by the designated due date. Students are encouraged to keep original copies of any forms that are uploaded to CB.

Students who fail to meet the health requirements will not be permitted to begin clinical courses. This may affect the student's progression in the nursing program. This includes any change in physical, mental or cognitive status. Clearance from a medical provider will be **required** following any change in condition or status. Medical clearance may be required prior to returning to the clinical and simulation settings and will be placed in the student's file. Individual reviews will be conducted as the need arises.

All information regarding student health is confidential. In the event of a change in health status (due to sickness, pregnancy, surgery, injury, mentalhealth, etc.) or any change in functionality of the student in the clinical or simulation setting, the student must notify the faculty member or BSN Program Director IMMEDIATELY.

Generally, students are not permitted to be in the clinical or simulation settings if unable to function to full capacity. It may be necessary to obtain permission from the clinical agency for the student to attend clinical when health-related issues arise.

C2. Uniforms and Equipment

Students are required to purchase and wear program-approved uniforms during clinical, simulation and lab experiences. Information regarding the ordering process will be provided. Students may wish to purchase more than one uniform for clinical and simulation experiences. For more information related to uniforms, refer to the following policy: [Guidelines for Professional Appearance](#)

In addition to uniforms, students may be required to purchase medical equipment, such as a stethoscope, penlight, bandage scissor, etc. Students have the ability to practice with equipment in the RISE Center during scheduled labs. Students must follow all RISE Center Policies and Procedures where medical equipment is concerned.

C3. Student Liability Insurance

Students are covered by a group liability insurance policy through the RMU SNEHS for issues related to practice in the clinical, lab, and simulation settings. A copy of the policy is maintained within the SNEHS.

C4. Transportation

Students are responsible for their own transportation to and from the assigned clinical sites. Parking or additional costs incurred while at clinical are the sole responsibility of the student.

Students should follow the directions for parking and recommendations for security and safety per the clinical facility's instructions and recommendations.

D. RISE Center and Simulation Education

The Department of Nursing utilizes the physical resources and expertise of the faculty and staff in the [Research and Innovation in Simulation Education \(RISE\) Center](#) to incorporate highly realistic simulation education into the BSN curriculum. Simulation education includes low-fidelity and high-fidelity mannequin-based instruction; in addition, the RISE Center employs standardized patients (trained medical actors) to create clinical scenarios in a controlled and safe environment.

The RISE Center features four high-fidelity simulation rooms, two outpatient office examination rooms, a home health suite, three debriefing areas, the 8-bed clinical performance suite and multiple office meeting areas. State-of-the-art audio-visual equipment allows for debriefing using recordings and live audiovisual (AV) feeds remotely.

Throughout the BSN program, students should consider the RISE Center a clinical education setting. Therefore, students are required to adhere to all clinical policies and guidelines when assigned to the RISE Center for clinical experiences.

The RISE Center offers one clinical makeup simulation on a Saturday at the end of the semester for those enrolled in NURS3021 and NURS4021. Permission to attend the makeup simulation must be approved by the lead faculty member teaching the course. Only one simulated experience will be offered per student who misses a clinical or simulation experience. Students will be allowed to participate on a case-by-case basis and are highly encouraged to attend all regularly scheduled clinical and simulation sessions throughout the semester. Please note, students may incur additional fees for make-up simulation days.

E. Inclement weather

The University may delay or cancel classes due to weather conditions. Delays and cancellations apply to classroom, lab, simulation, and clinical activities. Faculty may also cancel class and/or clinical activities during inclement weather, even if the university does not close. Communication should be established by each instructor so that students can be notified in a timely manner.

Students should always use good judgement and refrain from driving in hazardous conditions. In a situation where students arrive at a clinical site *prior* to the announced delay or cancelation, they should remain in place until the inclement weather subsides. Students should always remain in communication with the clinical instructor and/or course faculty.

Students are also encouraged to sign up for RMU ALERT to receive communication in the event of an emergency. <http://publicsafety.rmu.edu/rmu-alert>

F. Health Incident, Accident or Injury

Students are required to IMMEDIATELY report any accident, incident or injury that occurs at the clinical site, simulation lab or classroom setting. Students should report directly to the instructor of the course AND complete the [RMU Incident and Investigation Report Form](#).

In the event of an injury or contaminated exposure occurs in clinical, students must follow the procedure of the facility. This typically involves reporting to the emergency department for an evaluation. The student or instructor may be required to complete an incident report at the clinical agency in addition to the [RMU Incident Report Form](#). Incident forms should be submitted to the Department of Nursing immediately of any incident in the clinical setting.

VI. Student Resources and Services

A. Student Health Center

Robert Morris University has partnered with UPMC to provide [MyHealth@School](#) - an onsite health and wellness center that treats a variety of health issues, paying special attention to the unique needs of young adults. Students can contact the UPMC MyHealth@School Center at 412-397-6220.

B. Counseling Center

The RMU [Counseling Center](#) is committed to addressing the mental health needs of students via clinical services and psychoeducational programming, in order to increase resilience and help students to develop strategies for success. To schedule an appointment, please contact the counseling center at 412-397-5900 or via email at counseling@rmu.edu.

C. Center for Student Success

The [Center for Student Success \(CSS\)](#) provides a host of services and resources in an inclusive environment by helping each student persist and thrive at RMU from orientation to graduation. Services include, but are not limited to, the following:

C1. [Services for Students with Disabilities](#)

RMU is committed to equal opportunity for all students and does not discriminate on the basis of disability in admission or access to its programs and activities. Students with disabilities that may require accommodations should contact SSD as early as possible so that potential needs can be assessed. The SSD Coordinator's contact information is provided below.

SSD connects qualified students with necessary accommodations and resources to have an equal access to their education. Accommodations for students fall over five categories at RMU: academic, classroom, housing, dining, and temporary.

- [SSD Policies and Procedures](#)
- [SSD Test Center](#)

RMU Students **already approved for testing accommodations can use this link to schedule tests: [Schedule a Test](#)**. It is the student's responsibility to schedule the start time of the exam to fit within the Test Center hours.

- SSD is located within the Center for Student Success in the Nicholson Center. For additional information, contact Molly Hill at SSD@RMU.edu or 412-397-6884

C2. [Tutoring Services](#) - Tutoring is free and open to RMU students on a first-come, first-served basis, and one-on-one services during the fall, spring, and summer semesters.

C3. [Student Employment Program/Work Study](#) - This program coordinates on-campus and off-campus work-study opportunities

D. Center for Veterans and Military Families (CVMF)

RMU's [CVMF](#) is open 24/7 to all veteran/military students and their families. The CVMF staff administrates veteran and military educational benefits. In addition, CVMF delivers continual, holistic transition assistance programming. CVMF also welcomes all ROTC students and is home to RMU's Army's ROTC Cadre. For additional information, contact David Ausman at 412-397-5424 or ausman@rmu.edu

E. Test for Success Program

The Test for Success (TFS) Program is dedicated solely to the undergraduate nursing students. Nursing students are encouraged to access the TFS Program resources, including tutoring, test-taking strategies, mentoring, and coaching. The mission, vision and goals of the TFS program are noted below.

MISSION: The TFS Program provides students with the best college experience from beginning to end, integrating a comprehensive academicsuccess program.

VISION: The TFS Program is nothing less than realizing the full potential of our students through the implementation of a premier sustainable academic resource program. Students will be assisted in acquiring academic skillsto be successful in a rigorous academic setting.

TFS will facilitate the student's intrinsic motivation to pursue an academically successful education in an increasingly challenging major.

TFS Goals:

1. Early identification of students who fit referral criteria
2. Achieve student success through a comprehensive approach
3. Provide coaching and resources to students that will empower them to develop academic skills, and knowledge, in order to meet rigorous college expectations.
4. Recommend curriculum improvements based on themes identified by tutors, students, and faculty.

Contact Information:

Jessa Hogue, TFS Manager, hoguej@rmu.edu

TFS Graduate Assistant, nursingtfs01@rmu.edu

F. S.M.A.R.T. Program

S.M.A.R.T. = Students Mentoring, Assisting, Relating and Transitioning

Program Mission: As a student-driven, peer mentoring program, we providesocial, academic, and emotional support and guidance within the school of nursing during the continuum of the nursing program.

Objectives and Goals:

1. Promote student, faculty, and program engagement within the departmentof nursing, as well as RMU and surrounding communities.
2. Assist freshman nursing students with the transition to higher education.
3. Encourage academic success and social networking opportunities.
4. Develop a strong support system among nursing students.
5. Engage students through group activities for stress relief, relaxation and socializing.

Contact Information:

Dr. Shamika Zyhier, zyhier@rmu.edu

Nancy Tamilya, tamilya@rmu.edu

Renee Augustine, augostine@rmu.edu

G. RMU Library

The [RMU library](#) strives to meet the diverse information needs of the RMU community. The library is staffed by highly qualified librarians to assist with a range of scholarly endeavors. There are also many nursing professional journals located in the library in print format. In addition, the RMU Electronic Library is a helpful service to search databases while off campus. Click here for [Library Hours](#).

H. Scholarship and Financial Aid Information

The Financial Aid Office assists all students and provides information regarding options for financing your education. Please contact the [Financial Aid Office](#) for information regarding the financial aid process at RMU. Phone: 412-397-6250

VII. Student Activities & Service Opportunities

A. Student Nurses Association of Pennsylvania (SNAP)

The [Student Nurses' Association of Pennsylvania](#) is a nonprofit organization and constituent of the National Student Nurses' Association (NSNA), representing nursing students throughout the Commonwealth of Pennsylvania. RMU has a local SNAP chapter on campus and nursing students are encouraged to join. SNAP meets regularly to discuss community service projects and fundraising activities to support their activities. The faculty advisors for SNAP are listed below:

Faculty Advisors for SNAP:

Dr. Janene Szpak, szpak@rmu.edu

Dr. Carl Ross, ross@rmu.edu

B. Dean's Student Advisory Board

The SNEHS Dean and Associate Dean welcome the input and feedback from students across all levels of every SNEHS program. Typically, two representatives from each level of the traditional BSN program and two representatives from each cohort of the second-degree BSN program are elected or appointed to serve each year. The Advisory Board meets twice per term to discuss issues, offer suggestions and provide insight.

Students interested in participating on the Advisory Board can contact the Dean's administrative assistant noted below.

Contact Information

Tina Sabol, sabol@rmu.edu

C. Sigma Theta Tau International (STTI)

[Sigma Theta Tau](#) International Honor Society is committed to sharing knowledge and resources with nurses across the globe. On September 30, 2008, RMU was granted an official chapter of Sigma, [Upsilon Phi Chapter](#).

Membership in Sigma Theta Tau Upsilon Phi is by invitation only. Membership criteria include GPA, class rank and number of courses completed within the nursing curriculum. For additional information, contact one of the advisors or a chapter officer.

Advisors

Dr. Janice Sarasnick, sarasnick@rmu.edu

Nancy Tamilya, tamilya@rmu.edu

D. Red Cross Club

Red Cross Club is a student ran club of Red Cross volunteers at RMU who volunteer various ways to support the community. Members benefit from gaining professional learning opportunities, helping to make a difference in their community and gaining access to community service opportunities.

Faculty Advisors

Dr. Jessica Kamerer, kamerer@rmu.edu

Dr. Margaret Rateau, rateau@rmu.edu

E. Other Student Activities

RMU's [Office of Student Activity](#) is committed to student-centered entertainment and programming for both resident and commuter students. Nursing students are encouraged to explore service and philanthropic activities, governance and leadership positions, Greek life, club sports, theater, and other special interest organizations.

VIII. Graduation Information

A. Applying to Graduate

Students in their final year of study should pay particular attention to announcements related to graduation events and deadlines. All students must apply for graduation (it is not an automatic process).

Effective Fall 2021, students will [Apply to Graduate](#) through Banner.

B. Pinning Ceremony

The Department of Nursing hosts a pinning ceremony twice per year. The ceremony is steeped in tradition and celebrates the many accomplishments of the nursing graduates.

Students completing the nursing program during the fall term are invited to attend the December Pinning Ceremony. Students completing in the spring term are invited to the May ceremony.

Pinning dates are announced near the beginning of the semester. Pinning is considered a formal academic ceremony, therefore students are required to wear academic regalia.

C. Commencement

RMU hosts a formal commencement ceremony in May. Students who complete the nursing program in December will be invited to return and attend the May commencement ceremony. Students are encouraged to check the [Commencement](#) site for additional information.

XI. Acknowledgement Form

This page is to be printed, signed and returned to the Department of Nursing. A copy of the signed acknowledgement form will be kept in the student's academic file.

By signing this form, I acknowledge that I have read and understand the contents within the BSN student handbook. I acknowledge that I have reviewed the text and the links containing undergraduate policies, including University Academic Policies and Procedures and the Department of Nursing Policies for prelicensure students.

I acknowledge my responsibility to comply with all existing, new, and revised policies of Robert Morris University, the RMU Department of Nursing, and the BSN prelicensure program.

I acknowledge that I am responsible for having access to the current version of the student handbook and will be responsible for reviewing the handbook and submitting an acknowledgement form on an annual basis.

Print Name _____

Signature _____

Date: _____

RMU Student ID#: _____