## Contents

Montana State University College of Undergraduate Nursing Student Handbook

- **Undergraduate Program Overview** ........................................................................................................ 7
- **Traditional Baccalaureate Program** ......................................................................................................... 8
- **Accelerated Baccalaureate Program** ........................................................................................................ 8
- **Associate Degree-Registered Nurse to MN (CNL) Program** .............................................................. 9
- **Mission of Montana State University** ....................................................................................................... 9
- **Mission and Vision of the College of Nursing at MSU** ........................................................................ 9
- **Our Vision Statement** ............................................................................................................................. 9
- **MSU College of Nursing Philosophy** .................................................................................................... 10
  - Introduction ............................................................................................................................................... 10
  - Person ....................................................................................................................................................... 10
  - Environment .......................................................................................................................................... 10
  - Health .................................................................................................................................................... 10
  - Nursing .................................................................................................................................................. 10
  - Nursing education ................................................................................................................................. 10
- **Undergraduate Program Outcomes** ....................................................................................................... 11
  - Foundational Objectives (By end of first semester junior year) ............................................................. 11
  - Terminal Objectives .............................................................................................................................. 12
- **Core themes in the Undergraduate Curriculum** ................................................................................ 13
  - Critical Thinking .................................................................................................................................. 13
  - Communication .................................................................................................................................. 13
  - Leadership ............................................................................................................................................. 13
  - Evidence-Based Practice ....................................................................................................................... 13
  - Professional Socialization ................................................................................................................... 13
- **Professional Behavior Expectations** ..................................................................................................... 14
- **Progression of Students in the Undergraduate Curriculum** ............................................................ 15
  - Minimum Grade for Courses .................................................................................................................. 15
  - Incomplete Grade (I) .............................................................................................................................. 15
- **Withdrawal/Dismissals** ........................................................................................................................... 16
  - Academic Dismissal ............................................................................................................................... 16
  - Personal Withdrawal ............................................................................................................................... 16
- **Drop/Add Regulations and Procedures** ............................................................................................... 17
Affiliating Agencies.................................................................................................................. 30
Transportation to Clinical Agencies .......................................................................................... 31
Varied Schedules ........................................................................................................................ 31
Health Insurance University requirements.................................................................................. 31
Dress Code.................................................................................................................................. 31
Name Badges ............................................................................................................................... 33

Other Policy and Procedure related to Clinical ....................................................................... 33
Correlation of Classroom and Clinical Experiences ................................................................. 33
Student Refusal of a Clinical Assignment ................................................................................... 33
Removal of Undergraduate Students from Clinical Settings ...................................................... 33
Student Attendance at Clinical Course Orientation ................................................................. 33
Undergraduate Student Skills Inventory .................................................................................... 33
Use of Simulation to Enhance Learning ...................................................................................... 33
Nursing 498 Internship .............................................................................................................. 33
Preceptorship for Undergraduate Nursing Courses ................................................................. 33
Children Attending Class/Clinical ............................................................................................... 33

Clinical Compliance, Safety, CPR, and Immunization Requirements........................................ 34

TABLE #1-MSU CON Immunization Requirements- 2017-Policy #A-20................................. 36

Time Lines for Immunization Compliance .................................................................................. 39

Traditional BSN option Fall Applicant (August 1st) Immunizations .... Error! Bookmark not defined.

Traditional BSN option Spring Applicant (January 2nd) Immunizations ... Error! Bookmark not defined.

ACCELERATED OPTION BSN (ABSN) Immunizations .... Error! Bookmark not defined.

Time Lines for Background Check Compliance ................................................................. Error! Bookmark not defined.

Traditional BSN option Fall Applicant (August 1st) Background Checks.... Error! Bookmark not defined.

Traditional BSN option Spring Applicant (January 2nd) Background Checks .......... Error! Bookmark not defined.

ACCELERATED OPTION BSN (ABSN) Background Checks .......... Error! Bookmark not defined.

Time Lines for Substance Screening (Urine Drug Screen) Compliance.. Error! Bookmark not defined.

Traditional BSN option Fall Applicant (August 1st) Urine Drug Screen .... Error! Bookmark not defined.

Traditional BSN option Spring Applicant (January 2nd) Urine Drug Screen.............. Error! Bookmark not defined.

ACCELERATED OPTION BSN (ABSN) Urine Drug Screen Error! Bookmark not defined.
Time Lines for CPR Compliance ................................................................. 39
All Undergraduate Programs of Study-Trad/ABSN/ADRN-MN bridge .......................... 39

STUDENT ADVISEMENT ........................................................................... 40
Transfer and Prospective students .................................................................. 40
Caring for Our Own Program ........................................................................ 40
Reserve Officer Training Core (ROTC) students ............................................... 41
Honors Students ......................................................................................... 41
Transfer Student Advisement and Transcript Evaluation .............................. 41
Transfer Equivalency Evaluation ................................................................... 42

Final Exams Policy ...................................................................................... 43
Graduation Audits ....................................................................................... 44
Scholarships ............................................................................................... 44
National Council of Licensure Examination - NCLEX-RN Preparation .......................... 45
Resources at Montana State University ......................................................... 45

References ................................................................................................ 46

APPENDIX A-Sample Plans of Study Templates ...................................................... 47
APPENDIX B-MSU BOZEMAN Traditional Curriculum ............................................. 50

APPENDIX B-ABSN Plan of Study ................................................................ 53
ABSN Requirements for Application: ............................................................... 54
ABSN Pre-Requisite Courses: ....................................................................... 55

APPENDIX C-ADRN-MN PLAN OF STUDY ...................................................... 57
ADRN to MN Curriculum Plan ....................................................................... 58

APPENDIX D-Upper Division Campus Information sheets ........................................ 59

Billings Upper Division Campus Information Sheet ............................................. 60
General Information ..................................................................................... 60
Campus Location ......................................................................................... 60
Classes ......................................................................................................... 60
Computer Labs .......................................................................................... 60
Books .......................................................................................................... 60
Hospital / Clinical Sites ............................................................................... 60
Lab Coat/Uniform ....................................................................................... 61
Transportation ............................................................................................. 61
Activities .................................................................................................... 61
Child Care .................................................................................................. 61
Housing ....................................................................................................... 61
Food Services ............................................................................................. 61
Great Falls Upper Division Campus Information Sheet ........................................... 63

   General Information ............................................................................................. 63
   Location .................................................................................................................. 63
   Classes .................................................................................................................... 63
   Books ...................................................................................................................... 63
   Hospital / Clinical Sites ......................................................................................... 64
   Lab Coat and Uniform ............................................................................................ 64
   Transportation ....................................................................................................... 64
   Child Care .............................................................................................................. 64
   Housing .................................................................................................................. 64
   Student Health Services ....................................................................................... 65
   Student Health Insurance ...................................................................................... 65
   Orientation ............................................................................................................ 66

Kalispell Upper Division Campus Information Sheet ............................................. 67

   General Information ............................................................................................. 67
   Location .................................................................................................................. 67
   Classes .................................................................................................................... 67
   Books ...................................................................................................................... 67
   Hospital / Clinical Sites ......................................................................................... 67
   Lab Coat / Uniform ................................................................................................ 68
   Housing .................................................................................................................. 68
   Transportation ....................................................................................................... 68
   Child care ............................................................................................................... 68
   Student Health Insurance ...................................................................................... 68
   Orientation ............................................................................................................ 69

Missoula Upper Division Campus Information Sheet .......................................... 70

   General Information ............................................................................................. 70
   Location .................................................................................................................. 70
   Classes .................................................................................................................... 70
   Books ...................................................................................................................... 70
   Student Uniforms / Lab Coats / Name Tags ............................................................ 70
   Housing .................................................................................................................. 71
Hospital / Clinical Sites ................................................................. 71
Transportation.................................................................................. 72
Child care......................................................................................... 72
Student Health Insurance ................................................................. 72
Student Health Service .................................................................. 72
UM Recreation Center .................................................................... 72
Missoula Campus Contact ............................................................... 73
Orientation: ..................................................................................... 73

**Bozeman Upper Division Campus Information Sheet** ........................................... 74
Campus Location................................................................................ 74
Classes .............................................................................................. 74
Computer Labs .................................................................................. 74
Books ................................................................................................ 74
Hospital / Clinical Sites ...................................................................... 74
Clinical Sites Outside of the Valley ....................................................... 74
Lab Coat/Uniform ............................................................................. 74
Transportation.................................................................................... 75
Student Health Insurance ................................................................ 75

**APPENDIX E MENTAL HEALTH and STUDENT SUCCESS SERVICES** ............... 76
**RESOURCES BY Upper Division Campus:** ................................................... 80
Billings.............................................................................................. 80
Bozeman............................................................................................ 81
Great Falls.......................................................................................... 82
Kalispe1l............................................................................................ 83
Missoula.............................................................................................. 84
Kognito training .................................................................................. 86

**APPENDIX F-TUITION REFERENCES** .......................................................... 87

**APPENDIX G- CASTLE BRANCH info** ......................................................... 89
Traditional and Associate Degree RN-MN Package information .................. 91
Accelerated Bachelors of Science in Nursing (ABSN) Package Information ....... 92
Montana State University College of Undergraduate Nursing Student Handbook

All students enrolled in the College of Nursing (CON) are subject to the policies and procedures of Montana State University (MSU). Regardless of the student’s Upper Division placement, or Undergraduate Nursing Program of Study, the student is an MSU-Bozeman College of Nursing student. Students are responsible to review the MSU Undergraduate Catalog and the MSU College of Nursing Undergraduate Student Handbook.

The Montana State University College of Nursing website contains further information for prospective students, including information on application to our programs.

Undergraduate Program Overview

The MSU-Bozeman College of Nursing offers the Bachelor of Science degree in Nursing (BSN) in two options: Traditional (BSN) and Accelerated (ABSN). The Traditional BSN program began in 1937, while the first class to matriculate in the ABSN option started in summer, 2011. The Associate Degree registered nurse (ADRN) to Master’s in Nursing (MN) program, for licensed, experienced Associate Degree registered nurses (RNs), began in 2015. Students start the program of study in the undergraduate program and matriculate to the graduate program.

MSU-Bozeman is recognized as being the leading producer of baccalaureate (BSN), masters (CNL), and doctoral-prepared (DNP) nurses in the state of Montana. The undergraduate program of study at MSU College of Nursing has had continuous approval by the Montana State Board of Nursing since 1937 and has received continuous national accreditation since 1949. The accreditation process evaluates the college in relation to national standards of excellence in nursing education. Both of the college’s programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

The College of Nursing has approximately 900 students enrolled in various levels of the baccalaureate program of study: pre-nursing and nursing; ABSN, Traditional BSN, ADRN-MN. The main campus of Montana State University (MSU) in Bozeman includes extensive library facilities and access to the full array of courses and research opportunities available through all departments at MSU. The administrative offices of the College are located in Bozeman, Montana. The Associate Dean for Undergraduate Programs has general responsibility for the ADRN-MN bridge courses, BSN and ABSN curriculum, on the Bozeman campus.
Traditional Baccalaureate Program

The Traditional Baccalaureate Degree is well-suited to students with no prior nursing experience who are seeking their first degree in nursing. The Traditional program provides learning opportunities for undergraduate students in a variety of classroom and clinical settings in one of our five campus locations: Billings, Bozeman, Great Falls, Missoula, and Kalispell. The program is designed to prepare students to take the National Council Licensure Examination Registered Nurse (NCLEX-RN®) to secure licensure as a professional nurse.

The Baccalaureate degree (BS) in Nursing requires students to earn 120 credits which are completed over a minimum of four years.

Students take general education courses—including MSU CORE 2.0—and nursing prerequisite courses their first two-three semesters (depending on individual student’s pace). Next, students must apply and be accepted into the baccalaureate nursing program to complete their Upper Division program of study.

See APPENDIX A for Traditional BSN sample plans of study

Accelerated Baccalaureate Program

The Montana State University Accelerated Bachelor of Science Nursing (ABSN) undergraduate degree is offered to individuals who have a bachelor's degree in another discipline and wish to make a career change. This program is four semesters in length and admits students every fall for the following summer semester start.

The program is implemented on one of our four campus locations: Bozeman, Great Falls, Missoula and Kalispell. The program begins in May every year, with program completion the following August (15 months). Prospective students are required to have completed the same pre-requisite courses as the traditional students except for WRIT 101, CLS 101, and the art, humanities, and diversity Core 2.0 requirements. ABSN students utilize Central Application System to apply to this program.

See APPENDIX B for ABSN program sample plans of study

The Accelerated program provides learning opportunities for undergraduate students in a variety of classroom and clinical settings in Bozeman, Great Falls, Missoula, and Kalispell. The program is designed to prepare students to take the National Council Licensure Examination Registered Nurse (NCLEX-RN®) to secure licensure as a professional nurse.
Associate Degree-Registered Nurse to MN (CNL) Program
A track to a Masters in Nursing (MN) degree has been designed for Associate Degree Registered Nurses (ADRNs). MN graduate students are educated to be leaders at the bedside with a broad range of opportunities to influence health practices and are prepared to take certification examinations as a Clinical Nurse Leader. Licensed Registered Nurses with an Associate Degree may apply to this program if they meet the minimum undergraduate GPA of 3.0. Other requirements for application:

1) ADRN earned from a nationally accredited program, which included supervised clinical practice in a variety of nursing settings.
2) Current unencumbered licensure as a registered nurse. If clinical education is to be completed in Montana, licensure in Montana is required.
3) Favorable recommendation from the College of Nursing admissions committee.
4) TOEFL score of 580 or computer equivalent, if applicable.
5) A minimum of two years of experience as a registered nurse that demonstrates increasing leadership in nursing.

See APPENDIX C for the ADRN-MN curriculum plan of study

Graduates from the MSU College of Nursing are readily employable in a variety of health care settings

Mission of Montana State University
Mission and Vision of the College of Nursing at MSU
Our MISSION is to enhance the health of the people of Montana, our nation, and the global community by providing leadership for professional nursing through excellence in education, research, practice and service. Accordingly our GOALS are to:

- Inspire baccalaureate and graduate students, within a diverse, challenging, and engaging learning environment, to become leaders in the practice of professional nursing.
- Create an interactive environment in which faculty and students discover, learn, and integrate knowledge into nursing practice.
- Serve as leaders in nursing by generating, translating, and disseminating knowledge through research and scholarly activities.
- Promote health and wellness through professional practice, collaboration, consultation, civic engagement, education, and leadership.

Our Vision Statement
MSU College of Nursing VISION is that we will be internationally recognized for innovation, discovery, excellence and leadership in education, research and practice.
MSU College of Nursing Philosophy

Introduction
We believe in excellence in nursing education through a teaching learning process that is the responsibility of both faculty and student. We promote the development of lifelong self-directed learning that fosters leadership in education, research, practice, and service.
We believe in a learning environment that supports diversity of people and ideas. Our efforts are directed toward achieving higher levels of education for all nurses, and transforming healthcare in the United States and the world. We believe that nursing education is framed within the context of nursing’s metaparadigm: person, environment, health, and nursing.

Person
A person is any individual, family, group, community or population. Each person is unique and is entitled to treatment with dignity and respect.

Environment
Environment includes all factors influencing a person’s health perceptions, behaviors and responses. The human experience is contextually defined by the interrelationship of spiritual, cultural, developmental, physical, psycho-social, political, and economic subsystems. The appropriate arena for nursing action extends beyond the person and includes promotion of healthy environments through social action.

Health
Health is a state of physical, mental, social, and spiritual well-being defined by the person. It is not merely the absence of disease or disability. Health is multi-factorial and is influenced by many factors such as behaviors, environments, genetics, and resources. There are diverse cultural definitions of health. Health activities include those directed at maintenance, enhancement, prevention and promotion.

Nursing
Nursing is a discipline of science and art requiring synthesis of evidence based knowledge, professional skills, ethical values, and human caring. Nurses assist persons to achieve optimal health. Nurses generate a unique body of knowledge to meet the complex needs of persons in a variety of health care settings from rural to urban.

Nursing education
Nursing education focuses on the knowledge, skills, and attitudes needed by nurses to practice effectively within a complex and changing environment. It “intentionally fosters use of multiple fields of study, use of wide-ranging knowledge of science, cultures, and society; high level intellectual and practical skills; an active commitment to personal and social responsibility; demonstrated ability to apply learning to complex problems and challenges; and personal engagement as a responsible citizen in a global society” (Association of American Colleges and Universities, College Learning for the New Global Century, 2007, p. 4). The education of nursing students is based on professional, regulatory and organizational standards.
Undergraduate Program Outcomes-Policy C-13

Foundational Objectives (By end of first semester junior year)

1. Discuss the philosophy of community-based professional nursing.

2. Investigate the relationship of sciences, arts, and humanities to professional nursing practice.

3. Utilize critical thinking in the clinical decision-making process in providing safe care to clients with a focus on limited, well-defined problems.

4. Explain the relationship of research to professional nursing practice.

5. Discuss rationale for evidence-based nursing interventions used to assist clients with problems that have predictable outcomes.

6. Examine professional values and legal/ethical responsibilities that influence nursing practice.

7. Demonstrate responsibility and accountability for own behavior in learning environments and professional growth.

8. Utilize professional communication skills in inter-professional relationships.

9. Discuss the changes in societal and individual health care needs that influence nursing practice in this ever-changing global environment.

10. Examine roles and responsibilities of professional nursing within the interdisciplinary health care team.

11. Examine knowledge and skills in leadership to provide high quality and efficacious health care.

12. Describe how health care is organized and financed for patient and system cost.
Terminal Objectives

1. Use a foundation of community-based professional nursing to provide holistic client-centered health care in a variety of healthcare settings.

2. Synthesize theoretical and empirical knowledge from nursing, the sciences, the arts and the humanities to practice safe and effective professional nursing across the lifespan.

3. Practice basic leadership skills to create a safe caring environment and deliver quality care with an inter-professional healthcare team.

4. Evaluate the applicability of research findings in evidence-based nursing practice*.

5. Utilize evidence-based clinical judgments to assist patients with the promotion, maintenance, and restoration of health; prevention of disease; and death with dignity.

6. Demonstrate professionalism by incorporating professional values of altruism, autonomy, human dignity, integrity, social justice, and value-based behaviors into nursing practice and professional career development.

7. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments, inducing local, state, national and global healthcare trends.

8. Utilize effective communication in professional relationships with clients in order to influence health across the health-illness continuum.

9. Utilize progressive technology and information management systems to support safe nursing practice and deliver effective, quality client care.

10. Collaborate with communities to design, implement, and evaluate population-based approaches to care for diverse populations.

11. Provide culturally sensitive direct and indirect care for patients across a variety of healthcare settings.

* Evidence Based Practice: The incorporation of evidence from research, clinical expertise and patient preferences into decisions about the health care of clients.
Core themes in the Undergraduate Curriculum-Policy C-13

**Critical Thinking**
An active, organized, cognitive process used to identify and examine questions by systematic inquiry and inductive and deductive reasoning with findings used to enhance the quality of nursing and health (AACN, 1998; Chaffee, 2002).

**Communication**
A tool facilitates to convey and exchange ideas, knowledge, and reactions among involved parties. Self-directed Learning Students commit and are responsible for themselves to an ongoing process of learning, reflection, self-evaluation, and application of previous learning to successive learning opportunities.

The key concepts essential for the development of effective communication include advocacy, client education, collaboration, information literacy, human interface and health literacy.

**Leadership**
Leadership presents a combination of professional personal traits, qualities, behavior, and well-developed interpersonal skills which inspire others to work together in the pursuit of a shared goal.

The key concepts essential for development of leadership abilities include understanding of health care finance; the ability to create an environment of inclusion, teamwork, inter-professional understanding and interdisciplinary collaboration; health care policy; regulatory issues; legal issues; quality improvement with understanding of workflow and process improvement; safety and systems analysis.

**Evidence-Based Practice**
Faculty creates a climate which enables the student to examine new ideas and practice from an evidence base by integrating the best research with clinical expertise and patient values for optimum care (IOM, 2003b)

**Professional Socialization**
Socialization into the professional nursing role is a major learning process through which the student develops professional identity and commitment. To facilitate socialization, faculty and other professional nurses serve as role models and interact in dynamic relationships where inquiry facilitates growth and change.
Professional behavior includes a broad range of intellectual and emotional skills and abilities which allow the student to fully engage and experience the expectations of professional nursing practice.

The key concepts essential for the development of professional behaviors include caring, ethical reasoning/values, genetics and genomics, service, social justice, and a commitment to lifelong excellence.
Students will demonstrate professional behaviors in all settings throughout the nursing program.

The American Nurses Association Scope and Standards of Practice and Code of Ethics have been used to develop the Montana State University College of Nursing standards for professional behavior.

Professional Behavior Expectations

MSU CON students will:

1) Accept responsibility for one’s own actions and attitudes.
2) Demonstrate the ability to develop and maintain therapeutic relationships and appropriate personal boundaries.
3) Demonstrate a respectful, sensitive, and non-judgmental manner when communicating with others. In this policy, ‘others’ refers to peers, faculty, clients, families and facility and school staff.
4) Provide prior notification to appropriate faculty when he/she is unable to meet commitments or requirements, detailing how and when he/she will make up requirements.
5) Participate in classroom and lab activities as scheduled throughout the nursing program.
6) Report for scheduled activities on time.
7) Complete assignments and tests as required and scheduled.
8) Demonstrate professional appearance, conduct, and professional presentation in classroom and lab settings and any activities directly related to the MSU College of Nursing. This includes conduct while on overnight stays which are directly related to clinical or other CON organized activities.
9) Demonstrate personal and professional ethics, honesty and integrity.
10) Demonstrate the ability to use good judgment in decision making.
11) Demonstrate accountability in preparation for classroom and lab activities.
12) Respect others during classroom and lab activities (i.e., no talking while others are talking, cell phones are silenced, and no inappropriate use of electronic devices).
13) Demonstrate respect and politeness to all individuals regardless of culture, ethnicity, religion, work experience, gender, age and sexual orientation.
14) Communicate with others with respect, sensitivity and politeness in all forms (including verbal, nonverbal, written, and electronic).
15) Maintain Standards of Confidentiality as outlined in this document.
16) Actively participate as a team member in clinical, lab and class.

17) In regard to nursing lab/clinical courses, the student will:
   a. Notify facility and instructor prior to an absence, tardiness or early departure from the course. Exception may be made in cases of emergency.
   b. Demonstrate preparedness for the courses to ensure that safe and quality client care is provided.
   c. Demonstrate professional appearance and presentation per the dress code.
   d. Report unethical, harmful or unprofessional behavior(s) of others.
Progression of Students in the Undergraduate Curriculum

The student takes responsibility for progression in and successful completion of the nursing program. The student takes responsibility for earning the grade he/she desires in each course. He/she accomplishes this by successfully completing the requirements of each course.

*This hand book, which is an extension of the CON policies, and the following policies inform progression in the undergraduate curriculum:*

**College of Nursing Policies** should be reviewed regularly. Several are pertinent to the Undergraduate Programs admissions and progression:

“**A**” policies, including:

- A-8 Scholastic Appeals Policy & Procedures
- A-19 Abilities Required for Success in the BSN Degree Program
- A-20 Clinical Compliance Policy and Procedures

**ALL “C-Policies”, including:**

- C-6 Policy and Procedure Removal of Undergraduate Students from Clinical Settings
- C-14-Acceptable Performance in Nursing Courses Policy and Procedure
- C-16-Upper Division Placement Policy & Procedure
- C-19 Accelerated Admissions Policy and Procedure

**MSU Policies:**

- MSU student Code of Conduct, Policies, Regulations, and Reports
- Section 443-MSU level appeal for academic sanction

**Minimum Grade for Courses**

1. A minimum grade of “C” is required in all nursing and required nursing pre-requisite and co-requisite courses.
2. A minimum grade of “C” is required in all nursing theory, laboratory and clinical courses.
3. Students completing the lower division courses must have a MSU cumulative GPA of at least 3.0 to progress to Upper Division.
4. A student who has not achieved a course grade of “C” and a cumulative grade point average (GPA) of at least 2.0 each semester—beginning with Upper Division—cannot advance in the nursing program.

**Incomplete Grade (I)**

Incomplete or "I" grades are processed by the faculty member. In order to be considered for an "I" grade, the student must have completed 75% of the course and be passing the course. You can download the [Incomplete form](#) here.

Please direct any questions on Incompletes to the [Office of the Registrar](#).
Withdrawal/Dismissals

Academic Dismissal

Students may be dismissed from the nursing program for academic reasons which include but are not limited to:

1. Students who earn a nursing course grade below a “C” in nursing and/or required nursing pre-requisite and co-requisite courses.

2. Failure to attain a MSU-Bozeman cumulative GPA of 3.0 or higher prior to enrolling in the first semester of the junior year of upper division coursework

3. Clinical Failure/Removal From Clinical

If a student is dismissed from the School of Nursing for academic reasons, an email and/or letter will be sent to the student by the Associate Dean.

1. The letter will outline the reasons for dismissal and the terms available for readmission to the program, if applicable.

2. This may include a requirement that the student must use the Scholastic Appeals Process for reinstatement. Please review the MSU CON Appeals Information and the Scholastic Appeals Policy

The College of Nursing Scholastic Committee has the authority to:

- permit a variance in progression (curricular exception);
- permit a student to continue in the College of Nursing curriculum following failure to achieve a grade of C or better on the second try in any required course; W grades are considered an attempt to take the course;
- permit a student be reinstated into the curriculum following removal from the curriculum due to academic failure OR other reasons.

3. The student will be notified that he/she may appeal the dismissal from the Program and will receive direction on which appeal process would be appropriate given his/her situation (College of Nursing Scholastic Appeals; University Academic Grievance; or Both).

4. It is recommended that the student meet with his/her faculty advisor to discuss the appeal process. Academic Failures may be appealed via the University Appeal system.

Personal Withdrawal

Students may withdraw from the nursing program at any time due to personal needs. Readmission is dependent on space available. The student needs to be in contact with the Program Coordinator and the Associate Dean in advance of anticipated reapplication to the College of Nursing to evaluate the possibility, process, and status of readmission to the College of Nursing. Please refer to the CON Upper Division Placement Policy.
Drop/Add Regulations and Procedures

Add Procedure
Students may add classes online using MyInfo through the 5th day of the semester. After the 5th semester day, all adds require the instructor's and the advisor's signatures on an Add/Drop form. After the 10th semester day, all adds require the additional signature of the Assistant Dean of the student’s major curriculum on an Drop/Add form.

Drop Procedure
Students may drop classes online using MyInfo through the 10th day of the semester. After the 10th semester day, all drops require the instructor's and the advisor's approval communicated through signatures on an Add/Drop form. Between the 15th and 60th semester days, students may continue to drop courses, with the approval of the instructor and of the advisor, though the student will receive a "W" (withdrawn) grade.

Drop for Extraordinary Reasons
From the 60th day of the semester through the 70th class day (generally Friday before finals), students may only drop for extraordinary reasons. To complete this process the student is required to document the extraordinary reasons submit that documentation along with an advisor and instructor approved (signed) Add/Drop form to the Dean of the College of their primary degree. Upon review, approval, and signature of the Dean the form must be submitted to the Office of the Registrar for processing.

Add/Drop Forms
forms are available online or through the Office of the Registrar. If the student has confirmed attendance or paid fees and wishes to drop all courses, a University Withdrawal must be obtained through the Office of Student Success. Graduate students seeking a complete withdrawal must contact The Graduate School. Each student is responsible for fees upon registration. Contact the Student Accounts Office for partial-refund dates.

Courses Less than 16 Weeks
When courses are less than 16 weeks in duration (as in the ABSN program of study) Faculty, staff and students must follow the CON policy and procedure for dates.

Impact of Dropping Classes on Financial Aid
If you are an undergraduate, your financial aid award is based on full-time enrollment which is defined as 12 or more credits. A minimum of 6 credits per semester is required to receive financial aid. Students should review information with regard to dropping and adding classes at the office of financial aid services.
Reinstatement to the College of Nursing Curriculum-Traditional BSN policy C-16

Reinstatement Due to Voluntary Withdrawal

Students in LOWER DIVISION NURSG and J1 Courses must reapply to the program.

- Consult the Program Coordinator for directions at each new application
  1. Application criteria and parameters may have changed since your previous application
  2. Any pre-nursing NRSG, and LOWER DIVISION NRSG course work completed will be considered in the GPA calculation of your re-application
  3. Clinical compliance tracking will be required at each new application
     - Consult with the Associate Dean or the Program Coordinator to verify your particular package#. DO NOT attempt to order your clinical compliance tracking package without advisement.

Students with Clinical/Upper Division placements vacated due to withdrawal, failure or transfer to another campus are offered on a semester-by semester basis according to the following order of priority, by category:

a. All students in good standing (have had no withdrawals or failures) who have requested transfer to another campus due to extraordinary circumstances. These requests for extraordinary circumstances will be submitted to the College of Nursing Scholastic Committee for consideration and approval. Students should contact the Associate Dean to verify their Scholastic Appeal application before submitting it to the program coordinator.

b. All students who have withdrawn from or failed a clinical course. The College is sometimes unable to offer a placement for the course(s) needed on the student’s requested campus and may need to offer placement to the student on another campus where a vacancy is available.

c. All other students requesting transfer to another campus who do not have extraordinary circumstances.

Within each of these categories, students are ranked by the date (semester and year) of their initial request. If two requests are submitted in the same semester, students will be ranked according to their cumulative GPA.
Reinstatement to the College of Nursing Curriculum-ABSN Policy C-19

A. Clinical placements vacated by ABSN students due to withdrawal, failure or transfer to another campus are offered on a semester-by-semester basis when available according to the following order of priority, by category:

1. All students in good standing (have had no withdrawals or failures) who have requested transfer to another ABSN campus due to extraordinary circumstances. These requests for extraordinary circumstances will be submitted to the College of Nursing Scholastic Committee for consideration and approval.
2. All students who have withdrawn from or failed a clinical course. The College is sometimes unable to offer a placement for the course(s) needed on the student’s requested ABSN campus and may need to offer placement to the student on another ABSN campus where a vacancy is available.
3. All other students requesting transfer to another ABSN campus who do not have extraordinary circumstances.

B. Within each of these categories, students are ranked by the date (semester and year) of their initial request. If two requests are submitted in the same semester, students will be ranked according to their cumulative GPA.

C. Students who fail courses in or withdraw from the first summer of the program of study (NRSG 100 level courses, NRSG 200 level courses, and NRSG 336, NRSG 341; NRSG 352; NRSG 377) are required to reapply to the program after a scholastic appeal, if the appeal is upheld.

D. Students in NRSG 346, NRSG 348, NRSG 387R and all NRSG 400 level coursework in the ABSN program may reapply for placement in the next ABSN cohort, or for semester by semester placement within their current cohort after scholastic appeal.

E. Clinical placement vacancies are not interchangeable between College of Nursing programs.
Academic Dishonesty
Academic integrity is expected of all individuals in academic settings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Faculty of the School of Nursing complies with Montana State University policy and procedure regarding academic dishonesty.

Consequences for Academic Dishonesty
Under University policy the instructor may impose one or more of five (5) sanctions including:

1. An oral reprimand
2. A written reprimand
3. An assignment to repeat the work or an alternate assignment or test
4. A lower or failing grade on the particular assignment or test
5. A lower or failing grade in the course

Other Sanctions
The instructor may, in the case of particularly egregious or repeated academic misconduct, also recommend that stronger sanctions be imposed. In this event the instructor so annotates the AMNF, providing his/her recommendation and stating his/her rationale. Sanctions beyond those authorized to the instructor must be imposed as the result of a Student Conduct Hearing and include:

1. Removal of the student from the course in progress
2. Removal of the student from a major, college or program
3. Withdrawal of degree or academic credit previously bestowed
4. Any sanction that may be imposed for violation of the Student Conduct Code

Restitution of Scholarship Funds
If the student is a recipient of any MSU/MSU nursing scholarship during the semester in which the dishonesty occurs, and the student is suspended or dismissed from the institution, repayment in full of the scholarship amount for that semester may be required. Restitution of funds may also apply to other scholarship or financial aid, at the discretion of the donor. The MSU Foundations and Financial Aid Offices will be notified.
Scholastic Appeals and Grievances/Formal Complaints

MSU students may file a grievance via the student conduct processes. These grievances may include a formal complaint and grade grievances.

Students in the College of Nursing Curriculum have the right to appeal policies related to their application and progression to the Scholastic Appeals Committee.

The College of Nursing Scholastic Committee has the authority to:

1) permit a variance in progression (curricular exception);
2) permit a student to continue in the College of Nursing curriculum following failure to achieve a grade of C or better on the second try in any required course; W grades are considered an attempt to take the course; attempt more than twice in the pre-requisite nursing courses for any grade;
3) permit a student to be reinstated into the curriculum following removal from the curriculum due to academic failure OR other reasons.

Students with academic (grade grievances) should follow the MSU grade grievance procedures, as those appeals are not heard by the scholastic committee.

Students in violation of CON policies will appeal to the scholastic appeals committee for reinstatement:

Violation of the Upper Division Placement Policy (applies to Accelerated and Traditional)
- Exceeding the number of retakes in pre-requisite nursing courses
  - Students may only have two attempts in the pre-requisite course work for any graded attempt
  - Attempts exceeding two (2) will be heard by the committee
- Requesting a variance in progression
- Failure to meet the MSU-Bozeman cumulative GPA of 3.0 or higher is required prior to enrolling in the first semester of the junior upper division coursework

Violation of Acceptable Performance in NRSU Courses Policy
Removal of NRSG students from Clinical

- Decisions related to a C-6 removal from clinical may be related to performance of students in: cognitive, affective, and psychomotor domains
- This means, communication and behaviors, as well as skills and knowledge can impact the clinical evaluation processes and decisions
- This handbook, MSU Student Conduct Policies, and the CON policies may inform C-6 removal decisions

Violation of Clinical Compliance Policies related to safety, health, and CPR

- *Because these are not academic issues, but may impact progression in the curriculum, students may appeal decisions made with regard to violation of clinical compliance tracking. The decisions in these cases are made by the Dean, the Associate Dean, and the appropriate Campus Director*

Background Check Issues

- Background checks are monitored by the Associate Dean, the Program Coordinators, and Campus Directors via the third party vendor for compliance tracking
- Students are also required to report infractions of the law to the Associate Dean and Campus Director which may occur in between annual background checks
  - Failure to do so will result in removal from the program
- Serious infractions appearing on background reports will required the student submit a letter, explaining the infraction, as well supporting documents
- The appropriate Campus Director, the Dean, and the Associate Dean will evaluate the background check issue; the Associate Dean will communicate the decision to the student
- Students with Upper Division Placement may appeal this decision to the Scholastic Appeals committee
- New applicants, sophomores, and Junior-1 students will need to re-apply if removed from the program as a result of the issue.
  - These students must appeal to scholastic appeals committee with re-application
Substance Screening

Urine drug screens are monitored by the Associate Dean, the Program Coordinators, and Campus Directors via the third party vendor for compliance tracking

- Students are required to report substance screening, such as that which may have resulted from a motor vehicle violation, or infractions of the law, which may occur in between annual testing
- The CON may test students for cause (see Policy A-20)
- The appropriate Campus Director, the Dean, and the Associate Dean will evaluate the background check issue; the Associate Dean will communicate the decision to the student
- Students with Upper Division placement may appeal this decision to the Scholastic Appeals committee
- New applicants, sophomores, and Junior-1 students will need to re-apply if removed from the program as a result of the issue
  - These students must appeal to scholastic appeals committee with re-application

Failure to Comply with Communicable Disease Prevention

- Includes failure to produce evidence of immunization by deadlines established;
- Including failure to re-test for TB when returning from visits out of the country
- The appropriate Campus Director, the Dean, and the Associate Dean will evaluate the communicable disease compliance issue; the Associate Dean will communicate the decision to the student
- Students with Upper Division placement may appeal this decision to the Scholastic Appeals committee
- New applicants, sophomores, and Junior-1 students will need to re-apply if removed from the program as a result of the issue
  - These students must appeal to scholastic appeals committee with re-application

Confidentiality Breaches

- Students are bound by HIPAA, and confidentiality as described within this handbook
- Students may be removed from the College of Nursing Curriculum for breach of confidentiality in clinical and lab settings
- Students will sign a confidentially verification on application and annually thereafter
- Failure to sign the form may result in removal from the program; failure to sign the form does not protect the student from enforcement of policy
related to confidentiality

- The appropriate Campus Director, the Dean, and the Associate Dean will evaluate the breach of confidentiality issue; the Associate Dean will communicate the decision to the student
- Students with Upper Division placement may appeal this decision to the Scholastic Appeals committee

Scholastic Appeal time Lines
You are advised to make an appointment with your academic advisor and/or the Campus Director, who will work with you to facilitate your specific appeal.

The student is accountable for requesting help and/or letters of support, and other supporting evidence as needed.

DEADLINES:
Deadlines for College of Nursing Scholastic Committee appeals to be received in the Associate Dean’s Office are:

<table>
<thead>
<tr>
<th>Committee Meeting Date</th>
<th>Appeals Forms Must be Received by NO LATER THAN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May - Committee meets the first Monday after graduation</td>
<td>The 1st Monday in May</td>
</tr>
<tr>
<td>August - the committee meets the first Monday in which faculty are back on contract.</td>
<td>The 1st Monday in August</td>
</tr>
<tr>
<td>December - The committee meets the first Monday after graduation.</td>
<td>The 1st Monday in December</td>
</tr>
<tr>
<td>January - The committee meets the Monday before the start of classes.</td>
<td>The 4th Monday in December</td>
</tr>
</tbody>
</table>

Students will be informed of the results in writing, either by email or by letter, within a week following the Scholastic Committee meeting.

EXAMPLE of an Appeal:
Appeals are sometimes related to the Policy C-16 wherein students may not have more than 2 attempts (W is counted as an attempt) at pre-requisite coursework, regardless of the grade.

When a student takes a required pre-requisite course more than twice, the student is not eligible to continue in the nursing curriculum.

In this situation the College of Nursing has established some specific guidelines to assist the student who is considering an appeal to request re-admission to the College of Nursing:

1. Students may continue to work with their academic advisor and will not be required to do a change of curriculum out of nursing during the time you are
working on the appeal process. However, the student will NOT be permitted to take lower-division nursing courses, which are restricted to nursing majors ONLY (those students with upper-division placement).

2. The elements of an appeal related to the cap on retakes were established to ensure an adequate base of knowledge and to predict success in nursing coursework, the Scholastic Committee must receive information from the student that will lead them to believe the student can succeed in the nursing program of study.

Such evidence/explanations should include:

- Reason for retakes beyond 2 in the pre-requisite courses
- Steps the student has taken to correct the circumstances which led to either failing or insufficient grades and which explain why the situation will not occur in the future.
- Evidence of significant improvement (grades/behaviors/situation impacting student).

3. Sometimes it is to the student’s advantage to delay her/his appeal until he/she has demonstrated the ability to perform academically at a higher level.
   - For example, the student who has received a D in CHEM 121 two times might have a strong case for an appeal after repeating CHEM 121 with a B or higher.

4. Students must complete this appeal process prior to enrolling in any lower division nursing courses.

5. **NOTE:** Transfer students are advised to initiate an appeal and request a decision prior to making a physical move to MSU-Bozeman or one of our other sites.
Clinical and Clinical practice

Clinical Practice encompasses the ability to: learn basic nursing science information; demonstrate competence in the care of clients, families, and communities; provide comprehensive health assessment for clients and communities in all setting, and interpret significant assessment findings; And share this information verbally and in writing.

The key concepts essential for the development of clinical practice skills include the ability to observe and understand interactions needed for the provision of exceptional care.

Each student must meet the objectives and competencies in the following areas in order to be admitted and continue in the nursing program:

1. Must be able to make visual observations of patient’s status, detect unsafe environmental conditions, and possess visual acuity of near clarity of vision at 20 inches or less and far clarity of vision at 20 feet or more.
2. Hear spoken verbal communications from others and detect sounds used for patient assessment such as breath sounds, blood pressure, apical pulse, and other sounds which would indicate changes in the patient’s physiological status.
3. Utilize clear, effective speech when communicating with patients, families and health care team.
4. Possess the ability to sufficiently access patient pulses, monitor patient skin temperature, assess for edema and other important signs of changes in patient’s physiological status.
5. Possess full manual dexterity of upper extremities, including neck and shoulders and possess unrestricted movement of lower extremities, back and hips.
6. Lift and/or support at least 50 pounds to safely transfer, ambulate, and reposition patient. If a student should present with any limitation in the above areas, each case will be evaluated on an individual basis by the undergraduate nursing faculty. If possible, reasonable accommodations will be made.

Please refer to Policy A-19: Abilities required for success in the BSN degree programs
Medication Errors in the Clinical Setting

Medication administration is a systematic process. It begins with the medication order from a health care provider, and proceeds through many steps to the final step, the patient receives the medication. The nurse or nursing student is the last step in the process of medication administration and is the person who administers the medication to the patient. Therefore, it is imperative the nursing student check the “rights” of medication administration per protocol for that facility with their instructor and/or supervising nurse.

If a student, instructor and/or supervising nurse fails to follow the protocol and the student makes one medication error while caring for a patient, the following will be coordinated by the clinical instructor and, if applicable, course coordinator:

1. Student reports medication error to clinical instructor and supervising nurse.
2. Student and clinical instructor follow facility protocol and MSU College of Nursing protocol regarding medication error.
   a. If necessary, the student may be dismissed from clinical until further notification by the clinical instructor.
3. Student meets with clinical instructor as soon as possible to discuss the medication error and debrief as needed by the student.
4. Student will be instructed to document answers to the following questions and submit to his/her clinical instructor by documented deadline. Appropriate follow-up meeting with the student and faculty will be scheduled.
   a. Explain the incident, including details of how the medication error happened and why.
   b. What adverse patient outcome(s) did or could have resulted from this incident? Explain how you felt or would have felt if one or more of these adverse outcomes resulted from this error?
   c. Describe lessons you have learned from this incident and actions you will take to prevent this type of medication error in the future.
   d. Explain in detail actions you will take to prevent any medication error in the future, both as a nursing student and professional nurse.
2. A copy of the student’s medication error documentation will be kept in the student’s file as a Report of Unusual Incident.
3. In the case of a repeat medication error (more than one error) during the student’s tenure in the undergraduate nursing program, the student follows the same procedure. Depending on the circumstances of the repeat medication error, the student may include removal from the clinical course or program of study, using Policy C-6.
Effective Communication

Effective communication is the ability to exchange information between individuals with the use of verbal, non-verbal, written and electronic communication strategies. Use of effective communication strategies enable students to facilitate professional and therapeutic relationships with peers, faculty, staff, clients, families, communities, and other health care professionals. Confirmation of effective communication involves demonstration of understanding through verbal, non-verbal, written and electronic responses by the recipient(s).

The key concepts essential for the development of effective communication include advocacy, client education, collaboration, information literacy, human interface and health literacy.

In addition to being element VI of the Baccalaureate Essentials, effective communication is also key in delivering safe patient care. Patients must be able to understand information and directions provided by the nursing student through verbal, non-verbal and written communication methods. Consequently, patients will know what to do to maximize their health status, from implementing evidence-based strategies that promote health through lifestyle choices and taking medication appropriately to appropriately preparing for a procedure and performing activities to recover from surgery.

The inability of a patient to understand the nursing student’s information and directions regarding his/her care can result in harm to the patient; therefore, it is imperative the nursing student’s ability to effectively communicate with patients is demonstrated with confirmation of their understanding.

Examples include: after the nursing student provides information, the patient does not ask more than one time to repeat the instructions, the patient states she/he understands the reasons to stop smoking by explaining them back to the nurse, the patient demonstrates correct use of the spirometer, and the patient correctly explains why he/she is taking a particular medication.

Demonstration of communication skills that are ineffective, inappropriate, or that recipients (faculty, staff, clients, families, and other health care professionals) consistently cannot understand through either verbal, non-verbal and/or written communication methods will be addressed by faculty who observe and/or receive reports of these concerning skills. The student will collaborate with faculty and faculty advisor to develop an improvement plan that will include specific goals for improvement, access to resources that will assist the student to improve communication skills and consequences if goals are not met by deadlines. If student cannot demonstrate improvement in communication skills as presented in improvement plan, he/she may either fail a course or be dismissed from the nursing program due to patient safety concerns.
MSU College of Nursing Student Responsibilities

Contact Information
It is the student’s responsibility to keep his/her email, phone and street address current and available in the School of Nursing. The student should notify the Administrative Assistant at their campus and should also update MYINFO whenever there are changes in his/her status and name.

Access to Computer and Internet
It is the student’s responsibility to have access to a computer and the Internet. Students are required to routinely check electronic course materials to meet course requirements. It is expected students will have an MSU computer account to complete online coursework and tests.

Student Review of Personal Permanent File
A student has the right to review the materials in his/her file. The College of Nursing requires an appointment be made with the student's advisor and the advisor be present when the file is reviewed. The College of Nursing will comply within 10 working days of the student's request.

Malpractice Insurance
When in the clinical setting, students are covered under the malpractice insurance provided by the university. Client and student safety are the primary concerns in all learning environments. Students are expected to behave in a mature and clinically competent manner in all settings.

Nursing Lab Courses
There are a significant number of hours required to complete lab courses in the nursing program. Students are expected to be available to attend all assigned lab activities as directed by the clinical faculty.

Standards of Confidentiality
Due to the personal nature of nursing and nursing education, students are bound to strict confidentiality expectations under clinical circumstances. Confidentiality is defined as private or secret; information confined to particular persons or groups or providing privacy. Violation of the standards of confidentiality can put the College of Nursing and Montana State University at a significant legal risk; therefore, consequences for breaching confidentiality can include dismissal from the nursing program.
**Students are bound to these standards of confidentiality:**

1) All information relating to a client’s health and/or personal status per the Health Information Privacy and Accountability Act (HIPAA) is confidential. All nursing students will complete HIPAA training at application and annually thereafter—this is therefore prior to clinical contact with client or clinical agencies. Also, students may need to have additional training as part of the orientation to clinical sites. Students are required to sign a Confidentiality Agreement Acceptance of Responsibility for Access to Protected Information prior to beginning the nursing program. This is part of the clinical compliance tracking at CastleBranch®.

**Breach of confidentiality may lead to dismissal from the Program**

2) Inclusive in the standards of confidentiality regarding HIPAA is the understanding of students not to use electronic or online communication systems to share any information relating to a client’s health and/or personal status.

3) All observations made during the performance of other participants in the College of Nursing simulation, learning and testing environments is confidential. All events, procedures, and information are confidential at all times during the simulation, learning, and testing and after it has ended, including patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre-briefing sessions. Information about a simulation, content, learning, or testing process will not be shared with others. The consequences of violating the confidentiality agreement are dependent on the circumstances and severity of the violation. The confidentiality agreement, which students sign on CastleBranch®, encompasses confidentiality in clinical, simulation, post conference, and lab learning.

**Affiliating Agencies**

In all agencies where students have learning opportunities, the College of Nursing has an affiliation agreement which allows students and faculty to participate in all aspects of care to the clients.

Students may not participate in learning experiences in facilities in which there is no affiliation agreement. Students must comply with facility-specific safety and education requirements at all times. The facility requirements will be addressed in each class by the course coordinator.

Clinical learning experiences are provided in a variety of health care settings through the cooperation and support of administration and staff in these
agencies. The administration and staff who work in these facilities are valued and appreciated for their support of MSU College of Nursing students.

Please take the time to thank the administrators and staff who assist with clinical learning activities. And remember, we are guests in these agencies.

Transportation to Clinical Agencies

Students are responsible for their own transportation to and from clinical agencies throughout the region. Students should expect to travel anywhere within a 200 mile radius of the MSU campus of Upper Division. Overnight stays away from home may be necessary for some clinical experiences. **When traveling as a representative of MSU College of Nursing, students are held to expectations of professionalism as outlined in MSU student code of conduct and this handbook.**

Varied Schedules

Students are expected to participate in clinical experiences in a variety of community agencies and at variously scheduled times. Therefore, students must arrange to accommodate an irregular academic schedule that may include evening and weekend hours.

Health Insurance University requirements

The practice of nursing and healthcare in general increases the risk of student injury and exposure to illness. Students must immediately report any injury or illness that occurs during clinical experience to the clinical instructor to determine appropriate care. Students are not covered under worker’s compensation and are responsible for any medical care they may obtain related clinical experiences. The clinical agencies and the university will not be responsible for healthcare expenses incurred as a result of clinical experiences. All **MSU students are required to hold health insurance.** Students must upload verification of this and the injury/illness reporting form at application and annually to CastleBranch®. Although students may consent to participate in course related skills practice with appropriate supervision, students should not engage in treatments or medical care offered by providers or agencies while engaged in clinical educational activities.

Dress Code

Appearance can impact the level of confidence that our clinical partners and clients have in us. A neat appearance and appropriate attire conveys a professional attitude of excellence that has become synonymous with MSU College of Nursing. These standards for professional appearance are minimum requirements; the clinical agency may have further requirements by which we will abide as guests in these agencies. The dress code is required to ensure the safety and control of infection for both students and clients. MSU College of Nursing students will adhere to an appropriately modest and professional dress code in all clinical settings. **Examples of immodest attire** include, but are not limited to, exposed midriffs and visible undergarments.
Clinical faculty will make the final judgment on the appropriateness of student attire and of the corrective action for dress code infractions. Corrective action may include dismissal from the clinical unit and/or clinical failure for the date of that clinical.

**Dress requirements in clinical settings may vary by UD campus and by Clinical Agency.** Refer to Campus information sheets in Appendices for uniform requirements at each campus location.

*Always verify dress code mandates with the faculty responsible for each clinical site prior to making any agency and/or client contact.*

1. Appropriate identification (name/picture badges) will be worn at all times.
2. Clinical uniforms are appropriate for most clinical settings. Please refer to Appendix D for the uniform color for your Upper Division Campus.
3. The MSU School of Nursing **logo patch MUST be worn on the left sleeve of the scrub top or white lab coat,** unless instructed by administrative faculty the patch is to be worn in different place on uniform. The MSU patches are sold by *MSNA for $2.50.*
4. A white lab coat with the MSU School of Nursing logo patch worn on the left sleeve may be worn in some settings.
5. A clean, white shirt may be worn under the approved scrub tops.
6. Only clean, white or colored, closed-toe shoes, either leather or athletic, will be worn.
7. Denim jeans, sweatshirts/pants, shorts and t-shirts are not acceptable attire in any setting where you are representing the School of Nursing.
8. Hair will be of natural color, clean, neat, and worn off the collar in a contained manner so it will not fall forward into one’s face.
   a. IF hair is longer than shoulder length it must be pulled back off the face.
   b. Beards and moustaches must be neatly trimmed and/or cleanly shaven.
9. Fingernails will be short and clean, cut or filed so that the nail does not extend beyond the fingertip, to minimize potential client injury and maximize cleanliness. No Nail polish. **No artificial nails or tips are allowed.**
10. No jewelry will be worn that could potentially injure a client and/or the student and/or compromise any person’s safety in any manner.
    a. Only two small non-dangling, post earrings are acceptable.
    b. Only one earring in each ear.
    c. No other piercings on the face will be displayed.
11. No visible body piercings will be displayed.
12. All visible tattoos must be covered.
13. Chewing gum is not permitted in College of Nursing Lab/Clinical settings.
14. No perfumes, colognes, or after shaves due to allergies.
15. Students shall not use tobacco, including e-cigarettes, while in a clinical/lab assignments. Students who smell of tobacco will be asked to leave the clinical assignment; this may result in a clinical failure for the day.
16. Students must be hygienically clean; without offensive body odors. Students
with body odor issues will be addressed.

17. Students with specific religious or cultural concerns need to address their concerns to their clinical faculty, **in writing, prior to client contact.**

Name Badges
A nametag is provided to the student when enrolled in NRSG 225. If students change their name or lose their nametag, they will be responsible for replacing the nametag at their own expense. Clinical Agencies may also require a photo ID. Students will comply with the clinical agency requirement. Failure to wear and display the required name tag during clinical experiences may result in clinical failure for that clinical day.

Other Policy and Procedure related to Clinical

C-14 Correlation of Classroom and Clinical Experiences

C-12 Student Refusal of a Clinical Assignment

C-6 Removal of Undergraduate Students from Clinical Settings

C-7 Student Attendance at Clinical Course Orientation

C-10 Undergraduate Student Skills Inventory

C-2 Use of Simulation to Enhance Learning

C-8 Nursing 498 Internship

C-9 Preceptorship for Undergraduate Nursing Courses

A-37 Children Attending Class/Clinical
Clinical Compliance, Safety, CPR, and Immunization Requirements

Clinical practice is an invaluable part of your nursing education at Montana State University College of Nursing. Hands-on nursing experience brings nursing education to life for each student in our program.

It is a privilege for Montana State University nursing students to work with our many community health care facilities in this state. To ensure the safety and wellbeing of all patients, background checks, urine drug screening, and of course immunizations to prevent communicable diseases, have become standard requirements for employment in health care today. This has likewise become a requirement of our valued clinical agencies. It is therefore important that students within MSU CON programs complete a background check, urine drug screen, and healthcare compliance (including immunizations) before beginning clinical practice each year. To date, the College of Nursing has managed this internally.

The College of Nursing utilizes CastleBranch®, an accredited member of the National Association of Professional Background Screeners (NAPBS) for compliance tracking. Montana State University – Bozeman College of Nursing requires student to have proof of current health insurance coverage, current tuberculosis (TB) screening, and verification of immunization status prior to admission to the nursing program.

Students must ensure current documentation is maintained on CASTLEBRANCH® for the College of Nursing review on all clinical compliance tracking including:

- Immunizations verification (see table #1–Immunization Requirements)
- CPR
- Background Check
- Urine Drug Screening
- HIPAA training
- OSHA training
- Confidentiality Form Verification
- Photography Consent
- CON Undergraduate Handbook Verification
- MSU Student Code of Conduct Verification

The results of the urine drug screen and background check are tracked on CastleBranch® by the Campus Director and Associate Dean. The Associate Dean, Campus Director, or assigned administrative personnel may contact a student directly if further information and/or clarification about background check findings are warranted.

Due to the confidential nature of the background check findings, the results of the background check and urine drug screens are not placed in the student permanent file.
Any student who experiences criminal charges while enrolled in the School of Nursing is required to notify his/her advisor and applicable faculty within ten (10) working days of such charges that may affect his/her ability to function in the academic or lab setting.

Criminal charges include but are not limited to misdemeanors, felonies and convictions, such as shoplifting, drug charges, driving under the influence (DUI), reckless driving and suspended license.

These activities do not include legal matters regarding divorce, custody issues or parking tickets.

Urine Drug Screen and Criminal Background check issues will be addressed by the Associate Dean, the Dean, and the Campus Director, according to policy and procedure for Substance Screening and Background Checks.

See APPENDICES for specific instructions on ordering the CASLTEBRANCH ® compliance tracking package for your program of study (ABSN, ADRN, Traditional BSN) and level in the program of study (Applicant, J1, J2, S1, S2)

Students may also be required to complete additional health status requirements as required by specific clinical agencies.

Failure to maintain documentation of current status of these requirements may result in failure to progress and/or dismissal of the student from the nursing program.
<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>PROCEDURE</th>
<th>COMPLETION DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuberculosis:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All nursing students are screened annually for tuberculosis (TB)*</td>
<td>• <em>If the student has had no test, or no recent test (within 2 years), a two-step skin test must be done to provide a baseline. NEW APPLICANT OR NO EVIDENCE OF ANNUAL TB TESTS past 2 years</em>: 1. If the student has had no test, or no recent test (within 2 years), a two-step skin test must be done to provide a baseline. STEP 1: A skin test is administered using Purified Protein Derivative (PPD) and must be read within 48-72 hours. STEP 2: If the first skin test is negative, a second PPD skin test is administered within 1-3 weeks after the first one and read within 48-72 hours. Students who interrupt the program of study and who are not able to produce evidence of annual testing while out of the program, must submit the 2 STEP TESTING. CONTINUING STUDENT: The Student has provided evidence annually of TB tests while in program. 1. One PPD skin test is administered and read within 48-72 hours. If the skin test is positive or converts to positive, a medical evaluation is required. This test must be completed within 10-12 months of the previous annual test. STUDENTS with history of exposure to TB/BCG immunization/Sensitivity to PPD Testing: 1. QuantiFERON Gold blood test (lab report required) OR T-Spot blood test (lab report required) POSITIVE TEST RESULTS TO ANY TESTING: If positive results to any of the above, the student MUST submit provider clearance documented on provider letterhead.</td>
<td>NEW APPLICANTS: Upon application as a 2 step test process—unless able to provide evidence of annual testing CONTINUING STUDENTS: Annually thereafter And Upon return from travel outside the US—regardless of when the next annual TB test is due *Students who have interrupted their placement for any reason must either show annual tests results while out of the program, or must submit to a new two-step testing process upon return.</td>
</tr>
<tr>
<td><strong>Measles Mumps Rubella (MMR):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All students must provide evidence of adequate immunity via proof of prior vaccination for MMR.</td>
<td>• Applicants born in 1957 or later can be considered immune to Measles Mumps and Rubella (MMR) only if they have one of the following: a. Documentation of laboratory confirmation of disease b. Proof of appropriate vaccination against MMR: i. 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more and at least one does of live rubella vaccine.</td>
<td>Upon application</td>
</tr>
<tr>
<td>Hepatitis B:</td>
<td>A series of three vaccinations is given over 6 months to provide immunization. A titer level is drawn 6 weeks after the last injection to document immunity.</td>
<td>Upon application</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Students entering undergraduate clinical nursing course work are required to present documentation of serologic evidence of immunity (either by vaccination or previous infection, demonstrated by positive titer) to HBV.</td>
<td>If the previously vaccinated student does not have evidence of a post vaccination titer: 1. Complete a booster or “challenge dose” and obtain a titer post booster 2. If the student does not respond to the challenge dose, complete the series and obtain a final titer. If the student has never been immunized or exposed to Hepatitis B: 1. Complete the Hep B series and provide evidence of a positive antibody titer post vaccination (lab report required) 2. If your series is in process, provide evidence of where you are in the series to CastleBranch. Note: If the student declines these Hep B requirements, the student must sign the Declination Waiver form. The Declination Waiver is available to download on Castle Branch from this requirement.</td>
<td></td>
</tr>
<tr>
<td>Varicella:</td>
<td>Students are required to provide one of the following: 1. Documentation of adequate immunity through a positive varicella titer OR 2. Proof of 2 vaccinations OR 3. Medically documented history of disease (date of disease required) 4. If a student’s varicella titer level is negative, the student must receive 2 doses of vaccine at an interval of 4-8 weeks between doses. 5. Post vaccination titer after 2 doses of vaccine is not necessary or recommended.</td>
<td>Upon Application</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Acellular Pertussis (Tdap)</td>
<td>One of the following is required: 1. Documentation of a Tetanus, Diphtheria &amp; Pertussis (TDaP) vaccination from anytime AND a Td booster administered within the past 10 years OR 2. Documentation of a Tetanus, Diphtheria &amp; Pertussis (TDaP) vaccination, administered within the past 10 years.</td>
<td>Upon Application</td>
</tr>
<tr>
<td>FLU vaccine</td>
<td>1. Students should receive annual flu vaccination 2. If a student wishes to decline, he/she must sign a declination waiver and must comply with all clinical agency requirements during flu season as an unvaccinated person.</td>
<td>Annually during flu season</td>
</tr>
</tbody>
</table>

**Students without valid documentation will not be permitted to attend clinical (will be denied access to clients).**
# Time Lines for Immunization Compliance

<table>
<thead>
<tr>
<th>Type of Order</th>
<th>COST</th>
<th>DATES</th>
<th>Student Group</th>
<th>LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRADITIONAL PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Applicant Fall</td>
<td>$168.00</td>
<td>July 15th - August 1st</td>
<td>Package Code MV84fall: I am an incoming student and I need to order my Background Check, Drug Test, Medical Document Manager, and eLearning Tracker.</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV84/MV84fall">https://portal.castlebranch.com/MV83/spif/MV84/MV84fall</a></td>
</tr>
<tr>
<td>Fall Student Annual Renewal</td>
<td>$106.00</td>
<td>July 15th - August 1st</td>
<td>Package Code MV84fallx: I need to renew my background check, drug test and eLearning tracker</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV84/MV84fallx">https://portal.castlebranch.com/MV83/spif/MV84/MV84fallx</a></td>
</tr>
<tr>
<td>New Applicant Spring</td>
<td>$168.00</td>
<td>December 15th - January 10th</td>
<td>Package Code MV84spring: I am an incoming student and I need to order my Background Check, Drug Test, Medical Document Manager, and eLearning Tracker.</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV84/MV84spring">https://portal.castlebranch.com/MV83/spif/MV84/MV84spring</a></td>
</tr>
<tr>
<td>Spring Student Annual Renewal</td>
<td>$106.00</td>
<td>December 15th - January 10th</td>
<td>Package Code MV84springx: I need to renew my background check, drug test and eLearning tracker</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV84/MV84springx">https://portal.castlebranch.com/MV83/spif/MV84/MV84springx</a></td>
</tr>
<tr>
<td><strong>SINGLE UDS TEST FOR TRAD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAD Drug Screen Only</td>
<td>$38.00</td>
<td>No date</td>
<td>Package Code MV84dt: I need to order my Drug Test only.</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV84/MV84dt">https://portal.castlebranch.com/MV83/spif/MV84/MV84dt</a></td>
</tr>
<tr>
<td><strong>ABSNN PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABSN New Applicant</td>
<td>$168.00</td>
<td>August 25th - October 15th</td>
<td>Package Code MV85: I am an incoming student and I need to order my Background Check, Drug Test, Medical Document Manager, and eLearning Tracker.</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV85/MV85">https://portal.castlebranch.com/MV83/spif/MV85/MV85</a></td>
</tr>
<tr>
<td><strong>SINGLE UDS TEST FOR ABSN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABSN random or single UDS only</td>
<td>$38.00</td>
<td>No date</td>
<td>Package Code MV85dt: I need to order my Drug Test only.</td>
<td><a href="https://portal.castlebranch.com/MV83/spif/MV85/MV85dt">https://portal.castlebranch.com/MV83/spif/MV85/MV85dt</a></td>
</tr>
</tbody>
</table>
Time Lines for Immunization Compliance

The initial **compliance tracking is due** when the nursing program application is due.

a. The College of Nursing utilizes CastleBranch® for all background checks, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
b. Students must create a CastleBranch® Account and begin uploading compliance information before turning in their applications
c. Background checks, urine drug screens, CPR verification, and E-learning must be completed at application deadline
d. All Immunization status must be uploaded at application deadline*
   - *Hepatitis B may be in process
   - *TB 2 step may be in process

All students in the **Traditional BSN** option will complete a total of 3 background checks immunization tracking (tb and influenza), & urine drug screens.

All students in the **ABSN** option will complete a total of 2 background checks immunization tracking (tb and influenza), & urine drug screens.

Students in **ADRN-MN** track bridge courses will follow policies in the graduate program related to clinical compliance tracking

Time Lines for CPR Compliance

**All Undergraduate Programs of Study-Trad/ABSN/ADRN-MN bridge**

Students in the MSU-CON undergraduate programs of nursing must have a **current American Heart Association CPR for health care providers certification** uploaded to CastleBranch® at the application deadline specific to their track.

*Only American Heart Association sponsored CPR courses*, which included content from across the lifespan (infant, child, and adult), AED content, hands on skills return, and a written test, are accepted.

*Heart Saver courses, Layperson, First Aid courses, etc. CPR by sponsors other than American Heart Association are not accepted.*

*Students must have a current CPR while in clinical courses in the BSN programs of study—and regardless of their projected graduation date from the undergraduate program*

- The CPR verification must be in the form of a card.
- The card must be signed by the student
- The card must have a clear class date and expiration date
STUDENT ADVISEMENT

Advising is an integral part of the teaching and learning mission of MSU and the College of Nursing. In the one-on-one advising relationship, students are guided in the kind of systematic thinking, knowledge integration and decision making they will need throughout their college career. Upon admission to Montana State University, all students in the nursing program will be assigned an advisor in the College of Nursing. Pre-nursing Traditional students receive advisement from the Undergraduate Student Services Coordinator (UGSSC); ABSN students receive advisement from the ABSN Program Coordinator. ABSN and Traditional students are assigned a faculty advisor once they achieve and placement.

The student and his/her advisor should meet at least once a semester to review his/her plan of study. If student chooses not to meet, written documentation of that decision will be placed in the student’s degree works notes. Advisement notes of MSU enrolled students shall be posted to degree works for both the student and faculty to view.

Transfer and Prospective students may receive advisement from the UGSSC. Students seeking advisement prior to admission to MSU, should be prepared for advisement by having, at the ready, at a minimum unofficial transcripts and syllabi from the prerequisite course work for the baccalaureate program of study. Each traditional, and accelerated baccalaureate program of study student will be assigned an advisor. The ADRN-MN students will receive advisement during CORE 2.0 and bridge course completion from the Associate Dean of Undergraduate Programs. Once they matriculate to the Master's Program, initial advisement will be with the Associate Dean of the graduate program, followed by a faculty chair/advisor.

Caring for Our Own Program
The Caring for Our Own Program (CO-OP) is a support program for Native American and Alaska Native students pursuing their nursing degree at Montana State University. CO-OP’s goals are to increase the enrollment of American Indian nursing students in the College of Nursing at Montana State University and build a strong pool of American Indian and Alaska Native nurses who are prepared for practice, management, and leadership to serve Indian Country. Student must apply to CO-OP for support. Acceptance to CO-OP does not equate to acceptance for Upper Division Placement. This is a separate application process. Students should work closely with the UGSSC and CO-OP as they apply for upper division placement. The CON works with CO-OP to reserve a total of seven placements each year (one each fall and each spring at our Billings site; one each fall at our Bozeman site; one each fall and each spring at our Great Falls site; and one each fall and each spring at our Missoula site).
Reserve Officer Training Core (ROTC) students
MSU College of Nursing works with the MSU-Bozeman ARMY ROTC program to advise ROTC students. There are **up to five** reserved placements for cadets each academic year on any non-Bozeman site. These students receive advisement from MSU College of Nursing Associate Dean.

Honors Students
MSU College of Nursing works closely with the Honors College and Honors students to assist in creating plans of study that are congruent to each program. Honors students receive advisement from MSU College of Nursing Associate Dean. Refer to APPENDIX A for Honors students sample plans of study.

Transfer Student Advisement and Transcript Evaluation
Students who have been enrolled as nursing students at any other institution (have nursing courses on their transcripts) must provide a letter from their Dean or Director regarding their status at the time they left the previous nursing program prior to enrolling in nursing courses at MSU.

In order to facilitate transcript evaluation, all transfer students must provide a copy of the original transcript(s) from all institutions of higher education they have attended to the **College of Nursing Undergraduate Student Services Coordinator** for the Traditional Program, or to the **ABSN coordinator**, for the ABSN track. In addition, at application time, students will need to submit official transcripts to the MSU Admissions Office. Out-of-state transfer students must also provide a catalog or course descriptions from their former institution(s), if possible, to facilitate the course evaluation process. Course syllabi will be required as well.

Students who plan to transfer to MSU-Bozeman for Nursing, should not presume campus selections, and move to a community based on that presumption. Upper Division Campus selection is determined through the application process for the ABSN and Traditional programs of study. Students will be placed, by the CON, through processes related to those applications.
Transfer Equivalency Evaluation
Montana State University generally awards credit for liberal arts courses completed with a passing grade at regionally accredited universities and which have been evaluated as equivalent. Prospective and transfer students should review the transfer equivalency site before making appointments for advisement.

If nursing pre-requisite course work does not appear on the transfer equivalency site at MSU, it must be evaluated to determine if the course is a suitable match to pre-requisite courses descriptions and activities of the same course offered at MSU.

1) In Consultation with faculty evaluators from Colleges at MSU which offer the pre-requisite nursing courses, MSU CON admissions team review each submitted course syllabus, and official transcripts, individually to determine if the course in question is either equivalent to MSU CON pre-requisite courses, or could serve as a suitable substitute.

2) In the event the pre-requisite course evaluation requires outside consultation, the student’s challenge materials will be sent to a faculty evaluator in the MSU School or College that offers a similar course.

3) Acceptance of a given course as a suitable substitute for the CON pre-requisites does not guarantee acceptance of the course for another program of study at MSU.

4) MSU students must still meet MSU CORE 2.0 requirements; courses approved as suitable substitutes, may require the student still complete a CORE 2.0 course to fulfill those requirements. (e.g. Inquiry into the Natural Sciences (IN) courses, Quantitative Reasoning (Q) courses, Inquiry into Social Sciences (IS) courses).

5) If it is determined the transfer courses is not a suitable substitute, nor equivalent, the student will be required to complete the pre-requisite course.

Exceptions to the MSU CON pre-requisite course challenge are:

- WRIT 101, & US101 CORE 2.0 courses.

These course challenges must be addressed through a CERC appeal.

Courses within the CON NURSING curriculum (NRSG courses) must be challenged via the progression variation process through Scholastic Appeals.
Final Exams Policy

According to University policy, the examination period is instructional time, and it is expected that some instructional use is made of this period if a final examination is not given.

College of Nursing Final exams will be given in the last instructional week of the semester on Monday, Tuesday, and Wednesday.

1) By the fourth week of class, the CON shall distribute a final exam schedule to students. The campus directors are responsible for distributing this schedule to the Associate Dean for Undergraduate students.

2) CON faculty are responsible for coordinating the Final exam schedule to avoid conflict in timing of finals.

3) In the event of a conflict between scheduled examinations, the priority of scheduled versus make-up examination will be given to any course the student is enrolled in, which is not part of the CON curriculum. As an example, in the case of a student, who is pursuing a Hispanic Studies Minor and has a final Spanish exam which conflicts with a CON scheduled final, the CON faculty will accommodate a make-up exam for the student.

4) Make-up examinations for conflicts are to be given only to those students who, at the same hour:

   - Have another Common Hour Examination
   - Have a regularly scheduled class-- either in or out of the CON curriculum
   - Are engaged in an activity or event sanctioned in the Student Conduct Code. (Official student representatives with a regularly scheduled practice or meeting that conflicts with a Common Hour Exam see point 5 below.)
   - Sustained a personal emergency that prevented participation in the scheduled examination.

5) Students are responsible for alerting faculty to potential conflicts in the schedule related to any courses they may be taking outside the CON curriculum by the 5th week of class.

In addition, a student who has three or more final examinations in any one day or an exam schedule which exceeds 5 consecutive hours of examination should first contact the instructors of the courses to see if one exam can be rescheduled. If this rescheduling can't be resolved, then the student should contact the campus director of his or her site at least one week before the beginning of final examination week to assist in resolving the conflict.

6) As per University policy, CON faculty must provide for make-up examinations or other equivalent means of evaluating the student who are absent from the scheduled examination for legitimate reasons.
Graduation Audits
All Upper Division Students in the S1 semester (semester before graduation) will receive a graduation application form from the administrative assistant on each site. This form is to be completed by the student who will then meet with their advisor to review degree works and confirm the graduation requirements are met.

Graduation Applications must be submitted to the Campus Director, who then submits the form to the Registrar by the following dates:
- **October 1st** for Spring Graduation, submitted the preceding Fall semester
- **March 1st** for Summer or Fall Graduation, submitted the preceding Spring semester.

Scholarships
Students who have not yet received Upper Division placement, should review the MSU scholarships.

MSU College of Nursing is fortunate to have generous donors. All students who have an upper division placement, should consider applying for a MSU College of Nursing Scholarship. There are campus advisors at each of our 5 sites, who can help you with the scholarship process. Questions may also be directed to the Associate Dean of Undergraduate Programs.

Interested students should fill out one application and submit it to the student’s current campus scholarship representative along with the required essay and student involvement log. Campus scholarship representatives, the Campus Director, and faculty, will review all application materials and nominate students for specific scholarships based on the student’s application. Application materials should be submitted in the following order:

- Scholarship Application (one)
- Essay (only one unless submitting an application for a scholarship with specific essay requirements other than those listed above)
- Appropriate Student Involvement Log (one)

NOTE: Accepting a scholarship may affect a student’s financial aid. Please contact the Financial Aid Office at (406) 994-2845 for further information.
National Council of Licensure Examination - NCLEX-RN Preparation

1. Predictor testing is completed in the senior semester. Students are encouraged to create a study plan for success, based on those results and advisement from the NRSG 479 faculty and their academic advisor.

2. Students are encouraged to participate in a NCLEX prep course.

3. Upon successful completion of all requirements of MSU and the College of Nursing, the student will file a form in the state in which he/she wishes to take the national nursing licensure examination.

4. The Registrars’ office sends verification to the Montana Board of nursing, assuring that the student has met all requirements to take the examination.

5. It will take at least six (4-6) weeks after graduation for posting of the information necessary for the affidavit to be completed.

6. Visit the Montana State Board of Nursing for further information.

7. If a student is interested in licensure in another state, he/she is responsible to contact that state’s Board of Nursing office for information. It is the student’s responsibility to notify the College of Nursing of the requirements for licensure, and to submit the required documents to the Associate Dean for support/verification.

8. Students requiring accommodations will refer to the Montana State Board of Nursing for information.

Resources at Montana State University

Please visit the CON resources for undergraduate page for a listing of MSU and CON resources.

When you have questions about policies or procedures at MSU or in the CON, do not hesitate to reach out to your advisor for guidance. Students are responsible for reviewing, and clarifying understanding of policies and procedures at the MSU and CON levels.
References

   - This book is a safeguard providing parameters for practice. (RG) It contains 15 national standards of Practice and performance which define the Who, What, Where, When, Why, and How of nursing practice. It outlines key aspects of nursing’s professional role and practice for any level, setting, population focus, or specialty. It informs and guides nursing practice and is often used as a reference for: Quality improvement; Certification and credentialing; Organizational structures; Position descriptions and performance appraisals; Classroom teaching and in-service training. This keystone Standard is a must-have for every registered nurse.

   - The American Nurses Association wrote the Code of Ethics for Nurses in order to serve the following purposes:
   - As a statement of the ethical obligations and duties of every person who chooses to enter the profession of nursing.
   - To act as the nonnegotiable standard of ethics
   - To serve as an expression of the understanding on nursing’s commitment to society.

   - The Essentials of Baccalaureate Education for Professional Nursing Practice provides an important framework for designing and assessing baccalaureate education programs for professional nursing practice. This publication is the result of a consensus-building process that included nursing educators, clinicians, executives, and researchers, as well as numerous nursing organizations. In the Baccalaureate Essentials, you will find...
   - The role of the baccalaureate-prepared nurse
   - Professional values for baccalaureate nursing education
   - An outline of essential curriculum contents
   - Baccalaureate core competencies and knowledge
   - Suggested teaching strategies
APPENDIX A-Sample Plans of Study Templates
### Math Level 1 Start with Summer

<table>
<thead>
<tr>
<th>Semester 1- Fall</th>
<th>Semester 2- Spring</th>
<th>Semester 3- Summer</th>
<th>Semester 4- Fall</th>
<th>Semester 5- Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOM 250</td>
<td>M096</td>
<td>CHMY 121</td>
<td>BIOH 201</td>
<td>BIOH 211</td>
</tr>
<tr>
<td>MATH 065</td>
<td>SOCI 101 or PSYX 100</td>
<td>CHMY 123</td>
<td>STAT 216</td>
<td>CHMY 123</td>
</tr>
<tr>
<td>WRIT 101 or CLS 101</td>
<td>WRIT 101 or CLS 101</td>
<td>FCS 101 or NUTR 221</td>
<td>SOCI 101 or PSYX 100</td>
<td>CORE 2.0</td>
</tr>
<tr>
<td>FCS 101 or NUTR 221</td>
<td>CORE 2.0</td>
<td>M105 or MPLEX 3.5</td>
<td>CORE 2.0</td>
<td></td>
</tr>
<tr>
<td>CORE 2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student will apply for placement August 1. If accepted, would begin lower division nursing courses in the next Spring semester, and UD classes following the spring LD August of that year.

---

### Math Level 1 Start

<table>
<thead>
<tr>
<th>Semester 1- Fall</th>
<th>Semester 2- Spring</th>
<th>Semester 3- Fall</th>
<th>Semester 4- Spring</th>
<th>Semester 5- Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOM 250</td>
<td>M096</td>
<td>CHMY 121</td>
<td>BIOH 201</td>
<td>BIOH 211</td>
</tr>
<tr>
<td>MATH 065</td>
<td>SOCI 101 or PSYX 100</td>
<td>FCS 101 or NUTR 221</td>
<td>STAT 216</td>
<td>CHMY 123</td>
</tr>
<tr>
<td>WRIT 101 or CLS 101</td>
<td>WRIT 101 or CLS 101</td>
<td>CORE 2.0</td>
<td>SOCI 101 or PSYX 100</td>
<td>NRS 115</td>
</tr>
<tr>
<td>FCS 101 or NUTR 221</td>
<td>CORE 2.0</td>
<td>M105 or MPLEX 3.5</td>
<td>CORE 2.0</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Student will apply for placement August 1. If accepted, would begin lower division nursing courses in the next Spring semester, and UD classes following the spring LD that August.

---

### Math Level 2 Start

<table>
<thead>
<tr>
<th>Semester 1- Fall</th>
<th>Semester 2- Spring</th>
<th>Semester 3- Fall</th>
<th>Semester 4- Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOM 250</td>
<td>CHMY 121</td>
<td>BIOH 201</td>
<td>BIOH 211</td>
</tr>
<tr>
<td>MATH 096</td>
<td>FCS 101 or NUTR 221</td>
<td>CHMY 123</td>
<td>STAT 216</td>
</tr>
<tr>
<td>WRIT 101 or CLS 101</td>
<td>WRIT 101 or CLS 101</td>
<td>FCS 101 or NUTR 221</td>
<td>SOCI 101</td>
</tr>
<tr>
<td>SOCI 101 or PSYX 100</td>
<td>CORE 2.0</td>
<td>CORE 2.0</td>
<td>PSYX 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M 105 or MPLEX 3.5</td>
<td>CORE 2.0</td>
</tr>
</tbody>
</table>

Student will apply for placement January 2. If accepted, would begin lower division nursing courses in the Fall of that year and Upper division courses the next January.
### Traditional 4-Year Plan: Math Level 3 or higher

<table>
<thead>
<tr>
<th>Semester 1- Fall</th>
<th>Semester 2- Spring</th>
<th>Semester 3- Summer</th>
<th>Semester 4- Fall</th>
<th>Student will apply for placement August 1. If accepted, would begin lower division nursing courses in the next Spring semester, and UD classes following the spring LD August of that year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMY 121</td>
<td>BIOH 201</td>
<td>Summer semester is optional if you would like to decrease your credit load during other semesters.</td>
<td>BIOH 211</td>
<td></td>
</tr>
<tr>
<td>PSYX 100 or SOCI 101</td>
<td>CHMY 123 or BIOM 250</td>
<td></td>
<td>BIOM 250 or CHMY 123</td>
<td></td>
</tr>
<tr>
<td>FCS 101 or NUTR 221</td>
<td>SOCI 101 or PSYX 100</td>
<td></td>
<td>STAT 216</td>
<td></td>
</tr>
<tr>
<td>WRIT 101 or CLS 101</td>
<td>CLS 101 or WRIT 101</td>
<td></td>
<td>NUTR 221 or FCS 101</td>
<td></td>
</tr>
<tr>
<td>CORE 2.0</td>
<td>CORE 2.0</td>
<td></td>
<td>CORE 2.0</td>
<td></td>
</tr>
</tbody>
</table>

### Honors Student Plan

<table>
<thead>
<tr>
<th>Semester 1- Fall 2016</th>
<th>Semester 2- Spring 2017</th>
<th>Semester 3- Summer 2017</th>
<th>Semester 4- Fall 2017</th>
<th>Student will apply for placement August 1. If accepted, would begin lower division nursing courses in the next Spring semester, and UD classes following the spring LD August of that year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMY 121</td>
<td>BIOH 201</td>
<td>Summer semester is optional if you would like to decrease your credit load during other semesters.</td>
<td>BIOH 211</td>
<td></td>
</tr>
<tr>
<td>PSYX 110</td>
<td>CHMY 123 or BIOM 250</td>
<td></td>
<td>BIOM 250 or CHMY 123</td>
<td></td>
</tr>
<tr>
<td>FCS 101 or NUTR 221</td>
<td>SOCI 110</td>
<td></td>
<td>STAT 216</td>
<td></td>
</tr>
<tr>
<td>HONR 201</td>
<td>HONR 202</td>
<td></td>
<td>NUTR 221 or FCS 101</td>
<td></td>
</tr>
<tr>
<td>CORE 2.0</td>
<td>CORE 2.0</td>
<td></td>
<td>CORE 2.0</td>
<td></td>
</tr>
</tbody>
</table>
Apply in August for Upper Division Placement the following August

Apply in January for Upper Division Placement the following January

Semester Prior to Lower Division Courses in the Nursing Program:

Finish Course work in the pre-requisites while awaiting the application decision.

Must be complete with at least 3/5 Pre-requisite sciences, one of which must be BIOH 201 when applying.

Example Scenario:
- Apply in August for Upper Division placement the following August
- Finish BIOH 211, WRIT 101, Diversity CORE 2.0, and NUTR 221-grades post in December
- If application is successful, begin Lower Division course work in January
- Begin Junior Upper Division Courses the following Fall

LOWER DIVISION NURSING COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 115 Nursing as a Profession</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 220 Foundations of Ethical Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 225 Foundations for Planning and Providing Clinical Nursing Care</td>
<td>4</td>
</tr>
<tr>
<td>NRSG 258 Principles of Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 238 Health Assessment Across the Lifespan</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 15*

LOWER DIVISION NURSING COURSES

Complete any CORE 2.0 still needed (Arts – IA or RA, Humanities IH or RH, or Diversity) or other required prerequisite courses (if needed) before starting Junior level courses

UPPER DIVISION COURSE WORK BEGINS WITH JUNIOR NURSING COURSES

<table>
<thead>
<tr>
<th>Junior 1 (J1)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 336 Nursing Pharmacotherapeutics (2 lecture/1 college lab)</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 341 Psychosocial Nursing Concepts (2 lec, 1 college lab)</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 352 Acute &amp; Chronic Illness (2/3clin lab)</td>
<td>5</td>
</tr>
<tr>
<td>NRSG 377 Introduction to Community-based Nursing (2)</td>
<td>2</td>
</tr>
<tr>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>13-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior 2 (J2)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 346 Nursing Care of Childbearing Family (2/3clin lab)</td>
<td>5</td>
</tr>
<tr>
<td>NRSG 348 Nursing Care of Children &amp; Families (2/3clin lab)</td>
<td>5</td>
</tr>
<tr>
<td>NRSG 387R Research in Healthcare (2 lecture/1 college lab)</td>
<td>3</td>
</tr>
<tr>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>13-16</td>
</tr>
</tbody>
</table>

Summer between Junior & Senior Years: (optional)

Electives: NRSG 498 Internship (elective) OR Any nursing elective offered
### August applicants graduate in the Spring/January Applicants graduate in December

<table>
<thead>
<tr>
<th>Senior 1 (S1)</th>
<th>Credits</th>
<th>Senior 2 (S2)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 437 Psychiatric Nursing (3/3)</td>
<td>6</td>
<td>NRSG 418 Issues in Health Policy &amp; Health Care Economics (1/1)</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 444 Care Management (2lec/1RD) (includes ethical-legal issues)</td>
<td>3</td>
<td>NRSG 477 Population Based Nursing Care in the Community (3/3)</td>
<td>6</td>
</tr>
<tr>
<td>NRSG 454 Urgent and Palliative Care (3/3)</td>
<td>6</td>
<td>NRSG 487 Nursing Leadership &amp; Management Development (3/3)</td>
<td>6</td>
</tr>
<tr>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>15-18</td>
<td><strong>TOTAL CREDITS</strong></td>
<td>14-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>65 credits (including *15 required nursing credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Division</td>
<td>55 credits</td>
</tr>
<tr>
<td>Total credits needed</td>
<td>120 credits</td>
</tr>
</tbody>
</table>
ABSN Requirements for Application:
- All interested applicants must have a posted bachelor’s degree or higher from an accredited College or University in a discipline other than nursing at the time of the application deadline.
- At least 8 of the required pre-requisite courses or 9 pre-requisite credits remaining must be completed at the time of the application deadline.
- All pre-requisite courses must be completed by January 15th following the application deadline.
- Please refer to the current catalog for a listing of the pre-requisite courses.
- 3 of the 5 natural science prerequisite courses including BIOH 201 or Human Anatomy and Physiology with a face to face lab must be completed at the time of the application deadline.
- All required prerequisite courses must be completed with a grade of C or better (C- Grades are not acceptable) and no more than 2 of the required prerequisites courses may be repeated 1 time to earn a grade of C or better.
- For pre-requisite course work taken at any College or University other than at Montana State University, applicants MUST refer to the transfer equivalencies website for course substitution review.
- All prerequisite course work coming in to MSU as an elective and or not equivalent or not documented on the transfer equivalencies website MUST have a syllabi submitted to the ABSN coordinator for review prior to the application deadline.
- A urine drug screen, back ground check and immunization information are required at the time of application.
- The College of Nursing utilizes CastleBranch®, an accredited member of the National Association of Professional Background Screeners (NAPBS) for compliance tracking.
- Instructions for accessing your account, and completing the urine drug screen, background check, immunization tracking and e-learning, will be supplied in the application on CAS.

Applications to the Montana State University’s Accelerated BSN Program will be processed via NursingCAS. NursingCAS is an online, centralized application service for nursing programs. Interested applicants must now use NursingCAS to apply to MSU’s ABSN nursing program. NursingCAS will process your application and transcripts on behalf of the College of Nursing at MSU.
### ABSN Pre-Requisite Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMY121</td>
<td>Introduction to General chemistry with a face to face lab</td>
</tr>
<tr>
<td>NUTR 221</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>CHMY123</td>
<td>Introduction to Organic and Biochemistry Principles with a face to face lab</td>
</tr>
<tr>
<td>HDFS 101S</td>
<td>Individual and family Development &amp; wellbeing – Across the Lifespan*</td>
</tr>
<tr>
<td>OR</td>
<td>Lifespan or PSYX 230 Development Across the Lifespan*</td>
</tr>
<tr>
<td></td>
<td>*Must include infancy through death.</td>
</tr>
<tr>
<td>BIOH201</td>
<td>Anatomy and Physiology I with a face to face lab (human)</td>
</tr>
<tr>
<td>PSYX 100S</td>
<td>Introduction to psychology</td>
</tr>
<tr>
<td>BIOH211</td>
<td>anatomy and Physiology II with a face to face lab (human)</td>
</tr>
<tr>
<td>SOC 101S</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>BIOM 250</td>
<td>Microbiology for Health sciences (no lab required)</td>
</tr>
<tr>
<td>STAT 216Q</td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>
**ABSN SAMPLE PLAN OF STUDY:**

<table>
<thead>
<tr>
<th>BLOCK -1-Summer-Semester #1 - 1st 6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 258 (3) Principles of Pathophysiology (Part I-1st 6 weeks)</td>
</tr>
<tr>
<td>NRSG 238 (2/2Col) Health Assessment Across the Lifespan</td>
</tr>
<tr>
<td>NRSG 115 (2) Nursing as a Profession</td>
</tr>
<tr>
<td>NRSG 341 (3) Psychosocial Nursing Concepts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK-2-Summer-Semester #1 - 2nd 6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 258 (3) Principles of Pathophysiology (Part II 2nd 6 weeks)</td>
</tr>
<tr>
<td>NRSG 220 (1/1R/D) Foundations of Ethical Nursing</td>
</tr>
<tr>
<td>NRSG 225 (2/2Clin) Foundations for Planning &amp; Providing Care</td>
</tr>
<tr>
<td>NRSG 336 (2/1Col) Nursing Pharmacotherapeutics</td>
</tr>
</tbody>
</table>

**FALL-Semester #2 in ABSN program of study**

<table>
<thead>
<tr>
<th>BLOCK -1-Fall-Semester #2 - 1st 7.5 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 387R (2/1Col) Research in Healthcare</td>
</tr>
<tr>
<td>NRSG 352 (2/3Clin) Acute &amp; Chronic Illness</td>
</tr>
<tr>
<td>NRSG 377 (2) Introduction to Community Based Nursing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK-2-Fall-Semester #2 - 2nd 7.5 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 346 (2/3Clin) Nursing Care of Childbearing Family</td>
</tr>
<tr>
<td>NRSG 348 (2/3Clin) Nursing Care of Children &amp; Families</td>
</tr>
</tbody>
</table>

**SPRING-Semester #3 in ABSN program of study**

<table>
<thead>
<tr>
<th>BLOCK-1-SPRING-Semester #3- 1st 7.5 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 444 (2/1R/D) Care Management</td>
</tr>
<tr>
<td>NRSG 437 (3/3Clin) Psychiatric Nursing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK-2-SPRING-Semester #3 - 2nd 7.5 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 418 (2) Issues in Health Policy &amp; Health Care Economics</td>
</tr>
<tr>
<td>NRSG 454 (3/3Clin) Urgent &amp; Palliative Care</td>
</tr>
</tbody>
</table>

**SUMMER-Semester #4 in ABSN program of study**

<table>
<thead>
<tr>
<th>BLOCK-1-SUMMER-Semester #3 - 1st 6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 477 (3/3Clin) Population Based Nursing Care...Community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK-2-SUMMER-Semester #3- 2nd 6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 487 (2/4Clin) Nursing Leadership &amp; Management Development</td>
</tr>
</tbody>
</table>
APPENDIX C- ADRN-MN PLAN OF STUDY
ADRN to MN Curriculum Plan

Visit the ADRN Clinical Nurse Leader Master of Nursing for information on criteria for application and application processes.

Upon successful application:

- Undergraduate Portion (1 year, 2 semesters):
  1. Complete any remaining Montana State University CORE 2.0 general education either before application or while completing the two ADRN bridge courses.
  2. Two ADRN to MN courses in nursing:
     - semester #1 - NRSG 489 - Research and Statistics to Support Evidence-based Practice
       6 credits (5 lecture, 1 college laboratory)
       Course Description: This course provides an introduction to research principles and methodologies and the statistical procedures used most often to analyze data to support evidence based practice. Emphasis is placed on critical analysis of nursing and health care research including the correct application and interpretation of statistical data.
     - semester #2 - NRSG 479 – Population Health and Leadership
       6 credits (4 lecture; 2 clinical)
       Course Description: The purpose of this course is to apply a population-based, epidemiological approach to discover risk factors and evidence-based health promotion and disease prevention practices. Interdisciplinary leadership and management concepts will be incorporated to guide improved outcomes for populations.

- Graduate Portion (2 ½ years, 5 semesters):
  - MN Degree (CNL) 5 semester Program of Study
APPENDIX D-Upper Division Campus Information sheets
BILLINGS UPPER DIVISION CAMPUS INFORMATION SHEET

General Information
Billings has a population of over 109,000 people, located in south-central Montana.

Campus Location
The MSU College of Nursing-Billings Campus is located in Apsaruke Hall, 2nd and 3rd floor on the MSU-Billings property.

Classes
All University CORE courses should be completed prior to beginning upper division. Although courses are available through MSU-Billings, it is difficult to take face-to-face courses with already busy schedules. Upper division course work requires many hours of clinical experience at various times of the day depending on the rotation.

Computer Labs
Students have access to computer labs in the MSU-Billings Library and College of Education on the regular university schedule. The computer lab in Apsaruke Hall has limited hours and is available only to nursing students.

Books
Students can purchase books through the MSU-Billings bookstore, Jackets & Company, prior to beginning the semester or on the first day of classes. Textbooks can be reserved online at http://www.jacketsandcompany.com/ and picked up at a later date. The cost of textbooks varies for each semester/campus. During their first upper division semester, students should be prepared to pay up to $800 for textbooks. This will be the most expensive semester, as many textbooks will be used during subsequent semesters.

Printing on the MSU-Billings Campus outside of nursing computer lab
MSU-Billings now charges students for printing. Nursing students have the following options:

1. There is a vending machine at the MSU Billings library which prints cards. Money can be added as needed in $5 increments ($20 max).

2. Or....students can buy an MSUB U-card and put funds on that to use on campus.

Please note: Right now this pertains to the MSU-Billings site, not the MSU Bozeman campus offices in Billings.

Hospital / Clinical Sites
Student placement at clinical agencies varies according to the type of rotation. Major placement sites are St. Vincent’s Healthcare and Billings Clinic, both within easy walking distance of the campus. Students will, however, require personal transportation to reach many of the community health or psychiatric nursing sites.
Lab Coat/Uniform
Students are encouraged to have at least two uniforms since they will need frequent laundering. These should be navy blue and can be purchased online. Scrubs from Walmart are very reasonably priced. Students are required to have a white lab coat and a MSU-Bozeman name tag. Arm patches for uniforms and lab coats will be available at orientation for $2.50 each and must be worn on the left sleeve, two inches below the seam.

Transportation
Student transportation is essential, especially during clinical rotations. The cost of on-campus parking is: Current parking rates for MSUB are as follows: Annual $100; Academic $85; Semester $50; Summer (May-Aug) $32; Reserved Annual $175. Parking lots fill quickly and cars without passes are ticketed vigorously. Detailed parking lot information and maps can be found at: http://www.msubillings.edu/police/parkinginfo.htm

Activities
Many resources are available to students on campus. MSU-Billings sponsors various recreational activities, movies, concerts, lectures, etc. through the year and prints a calendar of these events. There is an $22.00 fee each semester to use the MSU-Billings gym.

Child Care
Child care referrals are available by calling the Day Care Referral (Human Resources Development Council) at 248-1477 or stopping by at 7 N. 31st Street. You will be asked to complete a Child Care Needs Form. They will then provide a list of available daycare sites etc. Also, a variety of Day Care Centers are listed in the yellow pages. Another possibility would be trading child care with fellow students.

Housing
The cost of renting an apartment or house in Billings varies. Apartments rent for approximately $625-$1200 per month with many rentals within walking distance of the college and both hospitals. Off-campus housing is advertised in the classified ads of the Billings Gazette newspaper. Information can be found online at http://billingsgazette.com/ads/housing/rent/. Ads for rentals and roommates are posted on bulletin boards located in the SUB and Apsaruke Hall. Rental service agencies in Billings will also provide a list of available housing for a small fee. Low-income housing may be available if students qualify. Contact the Housing Authority of Billings (Section 8 Program) at 245-0387. Students should find a place as early as July to avoid the rush. Rooms in residence halls are available at MSU-Billings. For costs and general information see the following web site: http://www.msubillings.edu/reslife/ Married housing is limited.

Food Services
The SUB is open from 6:30 a.m.-10:00 p.m. seven days a week but food facilities are limited, especially on weekends and holidays. Several off campus facilities are located within easy walking distance of the campus.
Student Health Services
Campus Health Services are available (and optional) for MSU-Bozeman students through MSU-Billings Health Services for a base fee of approximately $74.00 per semester. This includes medical and counseling services. One full-time RN is there M-F and a Nurse Practitioner is there 28 hours per week (M-W afternoon and TH-F mornings on the main campus; TH afternoons at City College. SHS tests for Mono, Strep, PG and UTIs. They can prescribe medications, treat minor injuries, order labs/x-rays, and follow as your primary caregiver, if you do not have one here in Billings.

MSU-Billings Student Health Services is open M-F from 8-5pm. However, they would like students to call ahead to see that a nurse is available. The phone # is 657-2153.

Student Health Insurance
MSU-Bozeman students are required to have health insurance coverage, the cost of which is included in tuition fees. Students with private coverage, who provide documentation, can apply for a fee waiver.

Student Liability Insurance
MSU-Bozeman students are required to have liability insurance coverage. The cost is now included in tuition fees. Students with private coverage must provide documentation.

Orientation
Orientation is MANDATORY-plan to be involved in orientation the first week of classes-all day. A schedule will be sent to you by the Campus Director/Admin Associate.

IMPORTANT NOTICE: If you do not show up at orientation, or notify the College of Nursing in Bozeman (406 994-3785) the Friday before class-start, your upper-division placement will be given to someone else!!
Great Falls Upper Division Campus Information Sheet

General Information
Great Falls has a population of about 58,000 with a metro area of over 74,000. Great Falls is located in north central Montana along the Missouri River. The Canadian Rockies and Glacier Park are to the north and the Rocky Mountains to the west. Seasons are moderate, with an average of 194 sunny days per year. Temperatures vary from an average of 29° F in January to 84° F in July. Chinooks (warm, south-west winds) can raise winter temperatures by as much as 40° F in a two hour period.

Location
The MSU-Bozeman College of Nursing, Great Falls Upper Division Nursing Campus (771-4450) is located on the lower level of the North Central Montana Professional Building, 400 15th Avenue South, Suite 106, which is across from the West Campus of Benefis. Faculty, administrative and staff offices, as well as classrooms, conference rooms, skills and SIM lab, student computer lab, and student lounge are located at this site.

MSU-Bozeman Nursing students have access to the Great Falls College - MSU Bookstore (771-4367) and the Great Falls College - MSU Library (771-4318) which is located on the main floor of the Great Falls College-MSU (formerly MSU-GF College of Technology), 2100 16th Avenue South. All services available through the MSU-Bozeman library can be accessed through the Great Falls College Library as well as on campus. Benefis also has a Health Sciences Library which is located in the Doctors plaza (2800 11th Avenue South). Parking is provided at no charge to students. Additional information is available at the College of Nursing website (http://www.montana.edu/nursing/ or http://concast.montana.edu/groups/greatfallscampus/).

Classes
Schedules for upper division classes are very full, with both formal classes and clinical experiences. The formal classes, clinical experiences, clinical conferences, and skills/sim labs are offered Monday mornings through Friday afternoons, and may even include some evenings. Clinical experiences are usually in the morning, starting at 6:30 a.m., although some experiences will be in the evening, nights and weekends. Although non-nursing elective courses are available through the University of Great Falls (UGF) and Great Falls College-MSU it may be difficult to schedule specific courses into already busy schedules. Therefore, we recommend that all University CORE courses be completed prior to attending the Great Falls campus. For more information on UGF and Great Falls College-MSU courses, contact the Great Falls Campus Program Assistant, Wendy Minster, at 406-771-4451.

Transcripts of all non-MSU courses must be sent to the College of Nursing and the MSU registrar for complete application of the baccalaureate degree. Please do this as soon as possible after completing CORE courses.

Books
The Great Falls Campus students can purchase their books at the Great Falls College-MSU Bookstore. They may be purchased online at www.gfcmusu.edu or at 2100 16th Avenue South (771-4367) during orientation week. A booklist will be mailed or emailed along with the campus orientation schedule. (Please keep in mind, the actual book orders will go to the store just shortly before the booklist is
finalized).

**Hospital / Clinical Sites**

Most of the acute care clinical experiences will be at Benefis East Campus but some experiences are available at the West Campus. Both Benefis campuses are relatively new and modern, and offer a wide range of clinical experiences. There are a wide variety of community resources and rural sites used for clinical experience at this upper division campus.

**Lab Coat and Uniform**

College of Nursing uniforms: **Ceil Blue Top; solid navy blue pants.** Students are encouraged to have at least two of the since they will need frequent laundering. Students are also **required** to purchase a lab coat. The College of Nursing will purchase your first name tag. Please see the GF Campus Program Assistant for information on purchasing additional name tags. Lab coats can be purchased locally at several uniform shops and will be needed for course orientation the first week of classes. MSU patches are required and should be sewn onto the left upper arm of the lab coat and the blue uniform top. Patches may be purchased from the Administrative Associate for $2.50 each.

**Transportation**

Travel is required for some clinical experiences. There is a public transportation system, which operates from 6 a.m. to 7 p.m., but several clinical rotations will make it very difficult to be without a reliable automobile.

**Child Care**

Child Care Resource and Referral, Child Care Solutions, 202 Second Ave S, Great Falls, MT 59405, 761-6010.

**Housing**

Apartments and rooms are available throughout the city. Please try to arrive early, and be ready to pay first and last month's rent. It may also be helpful to contact current students. Depending on the area of the city, apartment rentals range from $300 to $500 per month. Rental houses are **not** in abundance, with costs varying from $700+ per month. There are no residence halls.
There are two “hotels” in town with extended stay options:

Staybridge Suites (brand new-beautiful) (406) 791-3503 www.staybridges.com/greatfallsmt (take a peek)

Extended Stay (406) 761-7524/(800) 804-3724

Other Options:
Pines Apartments  727-8181
Sandstone Village  771-3944
Autumn Run Apartments  452-3164
J & K Property Mgmt  866-2216
Buchanan Enterprises  761-0372

There is a new apartment complex being built, just south of Benefis East, with apartments available starting in May. The contact information for that complex can be found at:
http://www.talusapartments.com/ or email: leasing@livetalus.com


Student Health Services
Student health services are available to GF campus students through a partnership with the University of Great Falls during the fall and spring semesters. The primary services are provided by College of Nursing

FNP faculty through an optional $80/semester fee or $35.00 per visit paid directly to UGF. The clinic is open on a part-time basis throughout the fall and spring semesters.

Student Health Insurance
MSU-Bozeman students are required to have health insurance coverage. Students on the Great Falls campus must purchase health insurance through MSU-Bozeman, obtain their own health insurance policy or rely on family policy coverage. If you are not purchasing insurance coverage through MSU-Bozeman, proof of alternate coverage (a photocopy of your insurance card) must accompany fee payment/zero validation.
Orientation

MSU-Bozeman College of Nursing, Great Falls Campus
North Central Montana Professional Building
400 15th Avenue South, Suite 106
Great Falls, MT 59405
(406) 771-4450 -- leave message

Orientation is MANDATORY-plan to be involved in orientation the first week of classes-all day. A schedule will be sent to you by the Campus Director/Admin Associate.

IMPORTANT NOTICE: If you do not show up at orientation, or notify the College of Nursing in Bozeman (406 994-3785) the Friday before class-start, your upper-division placement will be given to someone else!!
KALISPELL UPPER-DIVISION CAMPUS INFORMATION SHEET

General Information
Founded in 1891 by James J. Hill as part of the westward expansion of the Great Northern Railroad, the city of Kalispell continues to grow in population and stature. Kalispell is the largest city in Northwest Montana with a population of 19,927 and serves as the county seat and commercial hub of Flathead County. Kalispell is the host to Flathead Valley Community College and as the main medical center for Northwest Montana with Kalispell Regional Medical Center. Kalispell Regional has been named one of the top 100 hospitals in the nation with 150 bed facility and a physician staff of nearly 200 doctors.

The name Kalispell is a Salish word meaning “flat land above the lake”.

Location
The Kalispell Campus is located in the Medical Arts building on the Kalispell Regional Medical campus, with classrooms in suites 3 and 5. Physical address is: 210 Sunnyview Lane Ste. 5, Kalispell, MT 59901. 406-751-6967

Classes
Upper-division course work requires many hours of clinical experience and the hours vary depending on each rotation; some clinical hours may extend until 11:30pm. Although courses are available through Flathead Valley Comm. College and the University of Montana, it is difficult to schedule specific courses into your already busy schedule. Therefore, we recommend that all University CORE courses be completed prior to attending the Kalispell campus. To take FVCC and/or UM courses, contact the FVCC/UM Admissions office.

Books
Books can be purchased through the MSU and UM Bookstore. The cost of textbooks varies for each semester/campus. Be prepared to pay $800 for textbooks at the beginning of your first semester of upper-division. This is by far the most you will have to spend on books during the next two years, since many of the texts are used for more than one semester. As a rule, not many used books are available since nursing students tend to retain their texts! If you want to find book bargains, try your luck on Amazon.com and Half.com.

Hospital / Clinical Sites
Students are placed in a variety of clinical settings. Sites vary according to the clinical rotation. Major hospital placement sites are Kalispell Regional Medical Center and North Valley Hospital. Both are modern, with highly technical capabilities, and offer a variety of services. A wide variety of other clinical sites in the community are also used for clinical experiences.
Lab Coat / Uniform
MSU College of Nursing Students will be required to wear **Navy Blue scrub tops and scrub pants.** Scrub tops must have a **MSU College of Nursing arm patch** on the left sleeve with the top edge sewn two inches below the shoulder seam. Arm patches are available for $2.50 each at orientation and/or from the Adm. Associates in Missoula and Kalispell. We recommend that you have 2 uniforms for upper division. You will also need a white lab coat for certain clinical activities in upper division.

Housing
Housing is not as plentiful in Kalispell as in years past. It is recommended that you arrive early, prepared to pay first and last month’s rent plus damage deposit. Average rates run from $425-$575 per month. Bulletin boards at the FVCC have ads listed for roommates, and the local newspapers (Mountain Trader, Craig’s List, The Daily Interlake, and Flathead Beacon).

Transportation
It is very difficult to survive without an automobile, especially during certain clinical rotations. The public bus system (Eagle Transit) operates from 7:00am-7:00pm., which is not satisfactory for shift work and bicycles are not the best option in cold weather or for a 5:00 - 9:00 pm shift. Automobiles are required for Community Health Nursing and community based experiences in other courses as home visits cannot be made using a bike or bus. It is possible to get by without a car, but you will have to rely heavily on friends for assistance.

Child care
Information can be obtained by contacting: Kid Care (KRMN) – 756-9539; or there are many private child care facilities in the Flathead Valley. FVCC also has a child center – 756-3822.

Student Health Insurance
MSU-Bozeman students are required to have health insurance coverage. Students on the Kalispell campus must purchase health insurance through MSU-Bozeman, obtain their own health insurance policy or rely on family policy coverage. If you are not purchasing insurance coverage through MSU-Bozeman, proof of alternate coverage (a photocopy of your insurance card) must accompany fee payment/zero validation.
Orientation

MSU-Bozeman College of Nursing, Kalispell Campus
210 Sunny View Lane, Suite 5
Kalispell, MT 59901

Call Michelle for questions or directions (406) 751-6967 or mbaker@montana.edu

Orientation is MANDATORY-plan to be involved in orientation the first week of classes-all day. A schedule will be sent to you by the Campus Director/Admin Associate.

IMPORTANT NOTICE: If you do not show up at orientation, or notify the College of Nursing in Bozeman (406 994-3785) the Friday before class-start, your upper-division placement will be given to someone else!!
Missoula Upper Division Campus Info Sheet

General Information
Missoula has a population of over 80,000 people, with an additional 30,000 scattered just outside the city limits. It is considered a "University town," and offers a variety of entertainment particularly suited to college students. Three rivers join in the city itself, and wilderness areas and a ski area are nearby. University of Montana (UM) hosts a variety of sports and celebrity entertainment, as well as excellent drama, art, and musical productions.

Location
The Missoula Campus of the College of Nursing is located in North Corbin Hall on The University of Montana campus. Faculty, administrative and staff offices, as well as classrooms, conference rooms, skills and simulation (SIM) lab, student computer lab, and student lounge are located at this site. Please note the College of Nursing Missoula Campus offices are closed during the months of June and July.

Classes
Upper-division course work requires many hours of clinical experience and the hours vary depending on each rotation; some clinical hours may extend through the night. Therefore, we recommend that all University CORE courses be completed prior to attending the Missoula campus. If you need to take CORE courses, you may do so my enrolling in the University of Montana. Please contact the UM Admissions office for assistance. A percentage of the tuition is reimbursed, eventually, through MSU. NOTE: Although courses are available through the University of Montana, it is difficult to fit CORE courses into your already busy schedule.

Books
Students can purchase their books at the University of Montana bookstore @ the UM University Center (406-243-1234). Books may also be purchased online at www.montanabookstore.com, A booklist will be mailed along with the campus orientation schedule.

Student Uniforms / Lab Coats / Name Tags
MSU College of Nursing Students are required to wear Navy blue scrub tops and scrub pants. Due to the need for frequent laundering, we recommend that you have 2 uniforms for upper division. You will also need a plain white lab coat for certain clinical activities. Scrub tops and lab coats must have a MSU College of Nursing arm patch on the left sleeve with the top edge sewn two inches below the shoulder seam. Arm patches are available for $2.50 each at orientation.

There are multiple online stores where scrubs are available. The site listed below sells several styles of Cherokee scrubs in the required NAVY color at a reasonable cost:
http://www.medicalscurbscollection.com/

For the male nurse who wants a little more selection see http://www.murseworld.com/
Local places:

The Little Scrub Shop
2801 West Broadway Street
Missoula, MT 59808
(406) 549-2355

Murdoch's Ranch & Home Supply
3200 S Reserve St.
Missoula, MT 59801
(406) 541-7088

The College of Nursing will purchase your first name tag. Please call the MSU CatCard office on the Bozeman campus at 406-994-2273 for information on purchasing additional name tags.

Housing
It is recommended that you arrive in the Missoula area early, prepared to pay first and last month's rent plus a damage deposit. Average rents run from $575-$675 per month. Bulletin boards at the University Center on the UM Campus have ads for roommates, and the campus newspaper, The Kaimin, is also helpful in finding housing. Residence Halls on the UM Campus may have space available if you apply early. There is a $25.00 non-refundable application fee for all UM housing. Applications and additional information can be found on-line at www.umt.edu/reslife or Write: Residence Halls, University of Montana, 101 Turner Hall, Missoula, Montana 59812, or call, (406-243-2611). Information about family housing is available through: The University of Montana, University Villages, they can be reached at (406-243-6030). NOTE: there is a waiting list for on campus housing.

Hospital / Clinical Sites
A wide variety of community agencies are utilized for upper division clinical experiences. Most of the acute care clinical rotations in Missoula will be at Providence St. Patrick Hospital and Community Medical Center. Both hospitals offer a wide range of clinical experiences appropriate for upper division course work. Students will also be placed at community agencies including but not limited to city, county, and state agencies; public schools; health care provider offices; non-profit organizations in Missoula and distant rural sites.
Transportation
It is very difficult to survive without an automobile given the variety of clinical sites utilized in upper division. The public bus system operates from 6 a.m. - 10 p.m., which is not satisfactory for shift work, and bicycles are not the best option in cold weather or for a 5:00 - 9:00 pm shift. Automobiles are required for Community Health Nursing and community based experiences in other courses as home visits cannot be made using a bike or bus. Parking permits on campus are available for approximately $92.50 per semester and can be purchased from the Office of Public Safety (406-243-6132).

Child care
Information can be obtained by writing to: ASUM Day Care, University Center Room 119B, University of Montana, Missoula, Montana 59812, or calling (406-243-2588). Limited slots are available; it's first come, first served!

Student Health Insurance
MSU-Bozeman students are required to have health insurance coverage. Students on the Missoula Campus must purchase health insurance through MSU-Bozeman, obtain their own health insurance policy, or rely on family policy coverage. If you are not purchasing insurance coverage through MSU-Bozeman, proof of alternate coverage (a photocopy of your insurance card) must accompany fee payment/zero validation.

Student Health Service
MSU-Bozeman students may enroll in UM’s student health service program at an approximate cost of $207.75 per semester. Student Health Service provides primary health and dental care as compared with major medical coverage provided by MSU Student Health Insurance. These services are not available to those who have not enrolled.

UM Recreation Center
MSU-Bozeman nursing students can use the UM fitness center by paying a fee to UM’s Campus Recreation Center. You will have to pay the complete fee upfront - $25 per each month. Questions can be answered at (406-243-2802). Campus Recreation web site is http://life.umt.edu/CREC/default.php.
Missoula Campus Contact
Contact Dona Hall at dona.hall@montana.edu or (406-243-6515) as soon as possible to provide your current email address. Dona will use email to contact you with any additional information you will need prior to the start of classes.

MSU-Bozeman
College of Nursing, Missoula Campus
32 Campus Drive #7416
Missoula, MT 59812-7416
(406) 243-6515

Orientation:
**Site: North Corbin #142 and 136**

Orientation is MANDATORY—plan to be involved in orientation the first week of classes—all day. A schedule will be sent to you by the Campus Director/Admin Associate.

**IMPORTANT NOTICE:** If you do not show up at orientation, or notify the College of Nursing in Bozeman (406 994-3785) the Friday before class-start, your upper-division placement will be given to someone else!!
Bozeman Upper Division Campus Information Sheet

Campus Location
The MSU College of Nursing Bozeman Campus is located in Anna Pearl Sherrick Hall on the Montana State University campus.

Classes
We recommend that all University CORE courses are completed prior to beginning upper division. It is difficult to take face-to-face courses with the demanding schedules of upper division nursing courses. Upper division course work requires many hours of clinical experience at various times of the day depending on the rotation.

Computer Labs
Students have access to computers in the commons area of the APSherrick Hall second floor; however, the building typically closes at 5pm weekdays and remains closed on weekends and holidays.

Books
Students can purchase books through the MSU bookstore. The cost of textbooks varies for each semester/campus. During their first upper division semester, students should be prepared to pay up to $800 for textbooks. Many textbooks will be used during subsequent semesters.

Hospital / Clinical Sites
Student placement at clinical agencies varies according to the type of rotation. Major placement sites are Bozeman Deaconess Hospital, Gallatin Mental Health Center, Gallatin City-County Health Department, local long term care facilities, schools, and other healthcare and social service agencies. Students will require personal transportation to reach many of the community health or psychiatric nursing sites.

Clinical Sites Outside of the Valley
IMPORTANT! In addition, ALL students who attend the Bozeman campus for upper division must travel to the Fort Peck Indian Reservation for a significant portion of their clinical hours in pediatrics, and to Warm Springs State Hospital for a significant portion of their clinical hours in Psychiatric Nursing.

Lab Coat/Uniform
Students are encouraged to have at least two navy blue uniforms, since they will need frequent laundering. Students are required to have a long (full-length) lab coat for the first day of class and a MSU-Bozeman name tag. Arm patches will be available at orientation for $2.50 each and must be worn on the left sleeve, two inches below the seam.
Transportation
Student transportation is essential, especially during clinical rotations.

Student Health Insurance
MSU-Bozeman students are required to have health insurance coverage, the cost of which is included in tuition fees. Students with private coverage, who provide documentation, can apply for a fee waiver. It is important for students to understand that in cases of accident or injury while a student, including events such as experiencing a needle stick or other injury while performing in a student nurse role, the costs of medical treatment and follow-up are the responsibility of the student. The College of Nursing and University will not cover these expenses, nor will the agency in which any injury occurs. Students must have their own health insurance!!

Orientation is MANDATORY-plan to be involved in orientation the first week of classes-all day. A schedule will be sent to you by the Campus Director/Admin Associate.

**IMPORTANT NOTICE:** If you do not show up at orientation, or notify the College of Nursing in Bozeman (406 994-3785) the Friday before class-start, your upper-division placement will be given to someone else!!
APPENDIX E MENTAL HEALTH and STUDENT SUCCESS SERVICES
<table>
<thead>
<tr>
<th>Academic Support Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>(coursework content, balancing study time and time management, motivation issues, basic skill requirements), financial concerns/issues, disability, major/program concerns</td>
</tr>
<tr>
<td>Allen Yarnell Center for Student Success</td>
</tr>
<tr>
<td>- Office of Student Success</td>
</tr>
<tr>
<td>- Office of Financial Education</td>
</tr>
<tr>
<td>- Career, Internship &amp; Student Employment Services</td>
</tr>
<tr>
<td>- Tutoring services</td>
</tr>
<tr>
<td>- Success advisors</td>
</tr>
<tr>
<td>- “The Den” in South Hedges Residence Hall (satellite student success center)</td>
</tr>
<tr>
<td>177 Strand Union Building</td>
</tr>
<tr>
<td>406.994.7627</td>
</tr>
<tr>
<td><a href="mailto:success@montana.edu">success@montana.edu</a></td>
</tr>
<tr>
<td><a href="http://www.montana.edu/aycss/">www.montana.edu/aycss/</a></td>
</tr>
<tr>
<td>TRiO Student Support Services</td>
</tr>
<tr>
<td>- Low income</td>
</tr>
<tr>
<td>- First generation</td>
</tr>
<tr>
<td>- Students with disabilities</td>
</tr>
<tr>
<td>- Application process</td>
</tr>
<tr>
<td>314 Reid Hall</td>
</tr>
<tr>
<td>406.994.7474</td>
</tr>
<tr>
<td><a href="mailto:triosss@montana.edu">triosss@montana.edu</a></td>
</tr>
<tr>
<td><a href="http://www.montana.edu/triosss/">www.montana.edu/triosss/</a></td>
</tr>
<tr>
<td>McNair Scholars</td>
</tr>
<tr>
<td>- Targeted at underrepresented populations</td>
</tr>
<tr>
<td>- Sophomores and juniors, a 2-year program for students who want to go on to graduate school</td>
</tr>
<tr>
<td>- Application process</td>
</tr>
<tr>
<td>405 Reid Hall</td>
</tr>
<tr>
<td>406.994.5072</td>
</tr>
<tr>
<td><a href="mailto:mcnair@montana.edu">mcnair@montana.edu</a></td>
</tr>
<tr>
<td><a href="http://www.montana.edu/mcnair/">www.montana.edu/mcnair/</a></td>
</tr>
<tr>
<td>Office of Disability, Re-entry and Veteran Services</td>
</tr>
<tr>
<td>- Disability access and accommodations (alternative text request, note taking requests, etc.)</td>
</tr>
<tr>
<td>- Support for students returning to college</td>
</tr>
<tr>
<td>- Veteran educational benefits</td>
</tr>
<tr>
<td>180 Strand Union Building</td>
</tr>
<tr>
<td>406.994.2824</td>
</tr>
<tr>
<td><a href="mailto:drv@montana.edu">drv@montana.edu</a></td>
</tr>
<tr>
<td><a href="http://www.montana.edu/drv/">www.montana.edu/drv/</a></td>
</tr>
<tr>
<td>Academic Advisors</td>
</tr>
<tr>
<td>- Nursing Advisors</td>
</tr>
<tr>
<td>- University Studies Advisors (undecided majors)</td>
</tr>
<tr>
<td>Anna Pearl Sherrick Hall</td>
</tr>
<tr>
<td>Amanda Round <a href="mailto:around@montana.edu">around@montana.edu</a> 406-994-3785</td>
</tr>
<tr>
<td>Debbie McCray <a href="mailto:dmccray@montana.edu">dmccray@montana.edu</a> 406-994-2660</td>
</tr>
<tr>
<td>University Studies- 130 Gaines Hall 406.994.3532</td>
</tr>
<tr>
<td>Writing Center</td>
</tr>
<tr>
<td>- Review of essays, presentations, scholarship essays, cover letters, etc.</td>
</tr>
<tr>
<td>- Initial brainstorming help to final revisions</td>
</tr>
<tr>
<td>- By appointment or walk-in</td>
</tr>
<tr>
<td>1114 Wilson Hall</td>
</tr>
<tr>
<td>406.994.5315</td>
</tr>
<tr>
<td><a href="mailto:writingcenter@montana.edu">writingcenter@montana.edu</a></td>
</tr>
<tr>
<td><a href="http://www.montana.edu/writingcenter/">www.montana.edu/writingcenter/</a></td>
</tr>
<tr>
<td>Math Learning Center</td>
</tr>
<tr>
<td>- Free drop-in math tutoring</td>
</tr>
<tr>
<td>- Instructor and course-specific schedules posted on website</td>
</tr>
<tr>
<td>2214 Wilson Hall</td>
</tr>
<tr>
<td>406.994.3601</td>
</tr>
<tr>
<td><a href="mailto:math@montana.edu">math@montana.edu</a></td>
</tr>
<tr>
<td><a href="http://www.math.montana.edu/undergrad/mlc/">www.math.montana.edu/undergrad/mlc/</a></td>
</tr>
</tbody>
</table>
## Non-Academic Support Resources

(mental health issues, homesickness, relationship (roommate, significant other, family, etc), general adjustment, sexual assault, physical/health concerns, etc.), issues that may affect classroom attendance and well-being)

**see your Campus Director or Advisor for further resources in your community**

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling and Psychological Services</strong></td>
<td>211 Swingle Hall 406.994.4531 <a href="http://www.montana.edu/wwwcc/">www.montana.edu/wwwcc/</a> 24-hour community crisis help line after hours- 406.586.3333</td>
</tr>
<tr>
<td>- FREE confidential counseling to students</td>
<td></td>
</tr>
<tr>
<td>- Works with students with a variety of concerns and issues</td>
<td></td>
</tr>
<tr>
<td>- Crisis or distress/emergency also available</td>
<td></td>
</tr>
<tr>
<td><strong>VOICE Center</strong></td>
<td>370 Strand Union Building 406.994.7069 <a href="http://www.montana.edu/health/voice/">www.montana.edu/health/voice/</a></td>
</tr>
<tr>
<td>- 24-hour free and confidential services for all people impacted by sexual assault, relationship violence and stalking</td>
<td></td>
</tr>
<tr>
<td>- Services also available for friends and family of survivors</td>
<td></td>
</tr>
<tr>
<td><strong>Diversity Awareness Office</strong></td>
<td>368 Strand Union Building 406.994.5801 <a href="mailto:diversityawareness@montana.edu">diversityawareness@montana.edu</a> <a href="http://www.montana.edu/diversity/">www.montana.edu/diversity/</a></td>
</tr>
<tr>
<td>- Provides support and training to the university community for multicultural awareness, prejudice education and practical resources for diversity issues</td>
<td></td>
</tr>
<tr>
<td>- Offers Safe Zone trainings, LGBTQ mentors, oversees Sustained Dialogue program and many other resources for students, faculty, and staff</td>
<td></td>
</tr>
<tr>
<td><strong>Office of Student Engagement</strong></td>
<td>221 &amp; 222 Strand Union Building 406.994.2933 <a href="http://www.montana.edu/engagement/">www.montana.edu/engagement/</a> <a href="mailto:engagement@montana.edu">engagement@montana.edu</a></td>
</tr>
<tr>
<td>- THE HUB for students who want to be involved in student government, student organizations, programs and events</td>
<td></td>
</tr>
<tr>
<td>- For students interested in service to the community</td>
<td></td>
</tr>
<tr>
<td><strong>Office of The Dean of Students</strong></td>
<td>174 Strand Union Building 406.994.2826 <a href="mailto:deanofstudents@montana.edu">deanofstudents@montana.edu</a> <a href="http://www.montana.edu/deanofstudents/">www.montana.edu/deanofstudents/</a></td>
</tr>
<tr>
<td>- Academic misconduct (cheating, plagiarism, multiple submission, other academic dishonesty)</td>
<td></td>
</tr>
<tr>
<td>- Behavioral misconduct</td>
<td></td>
</tr>
<tr>
<td>- Student safety and welfare (support for extenuating circumstances, behavioral intervention</td>
<td></td>
</tr>
<tr>
<td>- Support and consultation for faculty and staff</td>
<td></td>
</tr>
<tr>
<td>- Other campus resources</td>
<td></td>
</tr>
<tr>
<td><strong>University Police</strong></td>
<td>7th Ave and Kagy Blvd. 406.994.2121 <a href="http://www.montana.edu/wwwmsupd/">www.montana.edu/wwwmsupd/</a></td>
</tr>
<tr>
<td>- 24-hour full-service police force</td>
<td></td>
</tr>
<tr>
<td>- Safety Escorts across campus</td>
<td></td>
</tr>
<tr>
<td>- Jump-starts and vehicle unlocking</td>
<td></td>
</tr>
<tr>
<td>- Parking services</td>
<td></td>
</tr>
<tr>
<td>- Campus crime alerts and reporting</td>
<td></td>
</tr>
</tbody>
</table>

**Associate Dean of Undergraduate Programs**

Should other issues arise or if there are questions on any of this information or how to navigate through these university resources, or if troubleshooting or a conversation is needed, please do not hesitate to contact Teresa Seright, Associate Dean of Undergraduate Programs 406.994.5726, teresa.seright@montana.edu
MENTAL HEALTH INFORMATION FOR ALL MSU-BOZEMAN STUDENTS

Getting Immediate Help:
Imminent Danger - uncooperative/heightened crisis: (serious threat to self or others):
• 911

Serious Concern: Walk/assist the individual to the counseling/crisis services in your community/campus
  o If you are concerned, err on the side of acting and assist the person to resources
  o Your local Emergency Room can be used if you are concerned
  o National Resources: 1-800-Suicide 1-800-784-2433
  o Montana Resources/hotlines: MT Suicide Prevention Line 800-273-8255
  o List of Prevention Lines for MT:

Reporting Concerns:
MSU Dean of Students: 406-994-2826
  o The dean of students serves as a clearing house of reports regarding student welfare.
  o For that reason, reporting a concern can be helpful as a tracking tool in that resources can be suggested, and patterns of behaviors can receive intervention.
  o This is not an emergency reporting system.
  o If there is imminent danger, call 911 or campus police. This is a reporting tool only:
    http://www.montana.edu/deanofstudents/csw-facultystaffresources-suicidal.html

MSU Early Alert through Allen Yarnell: 406-994-7627
  o While the early alert pertains more to academic issues, it is possible a student’s mental health is affecting academic issues. For that reason, an early alert is certainly appropriate.
  o This will also generate a call/email to the Associate Dean of Undergraduate Programs in the College of Nursing.
  o This is not an emergency service. This is a reporting tool only:
    http://www.montana.edu/aycss/success/earlyalert.html

Health Insurance
All nursing students must carry health insurance coverage, either through MSU, or their family, or private insurance. Health Services vary at each campus:
  o At Missoula, Billings, and Bozeman students who pay the health fee for those campuses, can utilize the student health services on those campuses.
  o In Kalispell, and Great Falls, students do not pay a fee for health services at their site. Instead, those students utilize community based health services, including mental health services.
RESOURCES BY Upper Division Campus:

Billings

**Imminent danger**: 911

**Helpline/Mental Health Center** (406) 252-5658

**MSU-Billings Student Health Services** is available for base fee of approximately $72.00 per semester.

Petra Hall Floor 2  
406- 657-2153

Technically there is an 8 session limit/year, but they are flexible depending on student need.

They do have an on-call person, but may refer to the walk-in at St. Vincent’s Healthcare if they cannot immediately see the individual in crisis.

**New View Counseling & Psychiatry Satellite Office**  
http://www.mhcbillings.org/  1601 Lewis, Ste. 118  
Billings, MT 59102  
Phone: 406-245-4388
Bozeman

**Imminent danger:** 911 or MSU Police at 994-2121

**Bozeman Suicide Help Center** (406) 586-3333

**MSU Counseling and Psychological Services:** 211 Swingle
406-994-4531

CPS provides on-call crisis response during the academic year. If you live on campus you can reach an on-call counselor by contacting **Campus Police at 994-2121.**

If you live off campus, you can receive assistance through the **Bozeman Help Center by calling 586-3333.**

They will either help you with your concern or put you in contact with an on-call staff member from CPS.

**Gallatin Mental Health Center**
406-556-6500
699 Farmhouse Lane
Bozeman, MT 59715
Great Falls

**Imminent danger:** 911

**Voice of Hope Hotline** 406-453-4357 or 211

*Other Crisis Resources*
Youth Crisis Number 761-2100 WarmLine 877-688-3377

**Student Health Center**
(406) 791-5308 or (406) 791-5231
Located in the Student Center 1301 20th street south
59405
General student health services are available to GF campus students through a partnership with the University of Great Falls during the fall and spring semesters.

*Persons in crisis are referred (possible to the ER, this depends on the issue), as there are not mental health services at the Student Health Center-Depending on the problem, this can still be a good place to start.*

**Private Practice:** Pete Stivers, Ph.D. and Colleen Stivers, LCSW 406-453-5563

**Center for Mental Health**
915 1st Ave. South Great Falls, MT 59401 Phone: 406-761-2100
Fax: 406-761-0554

**Mental Health of Great Falls-Resource** site: [http://www.mhagf.org/](http://www.mhagf.org/)
Kalispell

**Imminent Danger:** 911

**Crisis Line:**
(406) 752-6262
(406) 752-8181

**Western Montana Mental Health Center** Address: 410 Windward Way, Kalispell, MT 59901 Phone:(406) 257-1336

**Western Montana Mental Health Center-Resource site:** [http://wmmhc.org/](http://wmmhc.org/)
Missoula

**Imminent Danger:** 911

**Crisis Hotline:** 406-532-9710

**UM Campus: Curry Health Center for Counseling**
406-243-4711
Student Affairs Division University of Montana
634 Eddy Ave. (West Entrance; Downstairs to the left-Room 076) Missoula, MT
59812
Phone: (406) 243-2122
contactcurry@mso.umt.edu

**Partnership Health Center** 323 West Alder in Missoula The services are sliding scale 406-258-4789

**Missoula Adult Mental Health services**
1315 WYOMING STREET
MISSOULA, MT 59801
Phone: (406) 532-9700
Fax: (406) 541-3035
missoulaadults@wmmhc.org

**Private Counselors:**

Kevin Dohr, Ph.D. 406-541-2727
Marianne Spitzform, Ph.D. 406-543-0373 Walker Smith, LCPC 406-728-5781
The Kognito At-Risk training module is designed to help prevent student suicide by identifying students in distress and providing the necessary support and referral.

This interactive training module can be accessed from home or office, and provides skills training that is helpful to faculty and staff:

- How to identify signs of psychological distress
- Techniques to approach & refer students to help
- Information about available support services

Access Kognito at risk training here:
www.kognitocampus.com/login
Access Code: msuboze
Thousands of faculty and staff at over 70 colleges and universities have used Kognito. Satisfaction surveys show:

- 98% felt the training effectively prepared them for real-life conversations
- 96% said the simulated conversations were realistic
- 94% said they would recommend Kognito

Log in today to receive this helpful training!

Kognito training sponsored by Counseling & Psychological Services

Call CPS for additional suicide prevention training options, including in-person seminars.
APPENDIX F-TUITION REFERENCES
Tuition and Fees

Tuition information is updated annually. Tuition is set by the Board of Regents. Tuition tables are posted at the Student Accounts Website.
APPENDIX G - CASTLE BRANCH info
Castle Branch Cost Information—

**2017-2018 costs:**
New Package Order = $168.00
Annual Package = $106.00

Traditional, ABSN, and ADRN students will have application and then annual requirements while in the program of study.

**Traditional:**
Application – $168.00
Annually while in program – $106.00 and $106.00

**ABSN:**
Application – $168.00
Annually while in program – $106.00

**ADRN:**
Application – $168.00
Annually while in graduate program at $106.00 (number of orders depends on student pace in graduate studies).
## Traditional and Associate Degree RN-MN Package Information

<table>
<thead>
<tr>
<th>STUDENT TYPE TRADITIONAL and ADRN-MN</th>
<th>PACKAGE PURPOSE</th>
<th>PACKAGE #/order link</th>
</tr>
</thead>
</table>
| Applying for Upper Division Placement as:  
  – new UD placement  
  – former UD placement  
  & student who has been out of the curriculum for more than one year due to withdrawal/removal | Student requires all compliance tracking:  
  • Immunizations  
  • Urine Drug Screen  
  • Background check  
  • E-learning  
  • HIPAA/OSHA  
  • Signatures on annual documents (photography, confidentiality....) | MV84x |
| Student who has Upper Division placement and who has been in continuous enrollment in NRSG course work with NO BREAK in enrollment | • Annual requirement updates for immunizations (TB)  
  • Annual E-Learning  
  • Annual Signatures on annual documents (photography, confidentiality....)  
  • Annual Urine Drug Screen  
  • Annual Background Check | MV84x |
Accelerated Bachelors of Science in Nursing (ABSN) Package Information

<table>
<thead>
<tr>
<th>STUDENT TYPE</th>
<th>PACKAGE PURPOSE</th>
<th>PACKAGE #/order link</th>
</tr>
</thead>
</table>
| Applying for ABSN Placement as: – new placement | Student requires all compliance tracking:  
  - Immunizations  
  - Urine Drug Screen  
  - Background check  
  - E-learning HIPAA/OSHA  
  - Signatures on annual documents (photography, confidentiality....) | MV85 |
| Student who has Upper Division ABSN placement and who has been in continuous enrollment in NRSG course work with NO BREAK in enrollment | • Annual requirement updates for immunizations (TB)  
  • Annual E-Learning  
  • Annual Signatures on annual documents (photography, confidentiality....)  
  • Annual Urine Drug Screen  
  • Annual Background Check | MV85x |