




Channel Islands
CALIFORNIA STATE UNIVERSITY

WELCOME!

**ADN/RN TO BSN
2024 COHORT**

NEW STUDENT ORIENTATION

May 15, 2024



**Extended
University
Nuts & Bolts**

Welcome to CSUCI and Extended University!



California State
University

**EXTENDED
UNIVERSITY**

C H A N N E L
I S L A N D S



Agenda

1. Welcome and Introductions
2. About CSUCI
3. Canvas New Student Orientation Course
4. Dolphin Name and myCI
5. Financial Aid and Student Finance
6. How to Register for Classes
7. Student Support and CARR

Welcome from the Dean! Dr. Jill Leafstedt

Dean of Extended University and
Digital Learning



Your EU student support team!



Jingle Mitchell

EU Nursing Support
Coordinator



Jasmine Moreno

Extended University Specialist



Monica Carrillo

Student Experience and
Success Counselor



Neomi Basquez

Student Finance Specialist



Joanna Rivas

Financial Aid Counselor

50+
CLUBS &
ORGANIZATIONS



EKHO
THE DOLPHIN
CAMPUS MASCOT



1 OUT OF 10
SAFEST
CAMPUSES IN
THE U.S.

USA TODAY

5,700 Students
22:1 Faculty Ratio
Hispanic Serving
Institution (HIS)

10 MINUTES AWAY
FROM THE BEACH



APPROX.
1 HR
FROM
LOS ANGELES
& SANTA BARBARA

76°
Average Temp.

★ RANKED 17TH FOR
“BEST BANG FOR
YOUR BUCK - WEST”

WASHINGTON MONTHLY



go.csuci.edu/Get2Know

How can we
support you?

Respond to the survey and help us know how
to help you!



New Student Orientation Canvas Course



Highlights

- Technology & Canvas Basics:
myCI and Services
- Registration & Records:
How to Register for Classes
- Financial Aid & Scholarships:
Contact and Student Finance
Information



EXTENDED UNIVERSITY
CSU CHANNEL ISLANDS

**Extended
University**



**Technology &
Canvas Basics**



**Student
Services, Health
& Wellness**



**Learning &
Academic
Resources**



**Financial Aid
& Scholarships**



**Registration
& Records**



New Student Orientation

Dolphin Name myCI

Channel Islands / myCI

Welcome to myCI

Dolphin Name
william.ochs

Dolphin Password
.....

Sign In

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)

NEW TO CSU CHANNEL ISLANDS?

Activate your account

[Help](#)

Edit Pinned | Display Options

Pinned Services [\(What's this?\)](#)

Webmail Employee email system, powered by Microsoft Outlook	CI Learn View course information and materials using Canvas	ITS Solution Center Request IT Services. Previously known as Help Desk.
CI Records Student registration and records system		

Services [Hide Services](#)

CI Personnel Employee and departmental records and data management	CI Docs Google Drive @ CSUCI: create and share documents	Dolphin Connect Search and connect with mentors for professional development
Library Resources & Services Access Library databases and your Library account	Directory Search student, faculty, staff, and department information	Calendars Academic calendar, registration/fee deadlines, holidays & more
University Catalog Course descriptions, prerequisites, areas of study and more	Schedule of Classes Term schedules, fees, changes, cancellations & more	Events at CSUCI View/schedule university events and available venues
Academic Advising Meet an advisor to plan academic and career goals	Qualtrics Create and manage web-based surveys and forms	Adobe Sign Electronic signature tool for signing documents and forms



Financial Aid

Primary form of communication:
myCI email



Contact us

Email: joanna.rivas@csuci.edu Phone: 805-437-8499

Additional Resources

Website: www.csuci.edu/financialaid

Financial Aid TV (Instructional videos)

Student Finance

Fees and Making Payments



PAGE OPTIONS

Student Business Services provides a range of services to the campus community. These include receipt of all student and departmental payments, ID card services; Financial Aid & payroll checks, collections, third party billing, fee waivers, housing and tuition installment payment plans and student account analysis and fee verifications.



[Welcome to Student Business Services](#)

IN THIS SECTION...

[Forms & Tutorials](#)

[Students](#)

[Parents](#)

[Payments & Refunds](#)

[Current Fee Schedule](#)

[Fee Deadlines](#)

- Program Cost is per unit
- One Due Date Per Session
- Payment Plan Available
- Payment Options:
 - In-person (cash, check, money order)
 - Online (E-Check, Credit/Debit)
 - Mail (check, money order)

Contact Information:

Neomi Basquez

Student Finance Specialist

neomi.basquez771@csuci.edu

How to Register for Classes

Double check the class number and section

Section	Class #	Type	Days	Time	Location	Instructor	Course Details [Key]
1	2989	LEC	ARR		Online	Sheryl Leonard	     

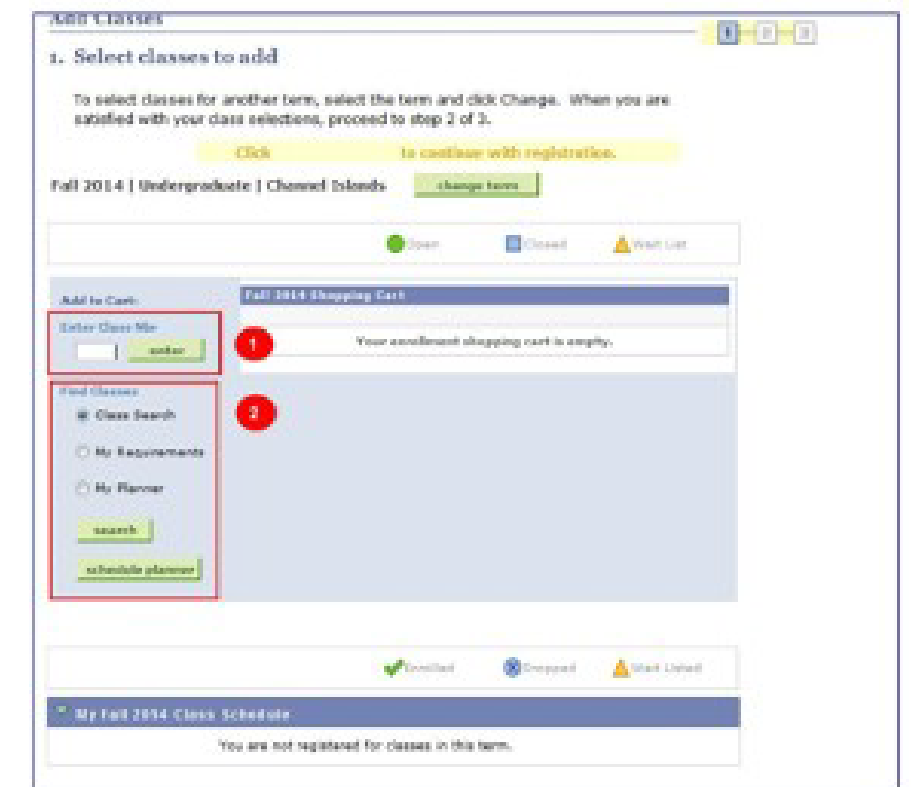
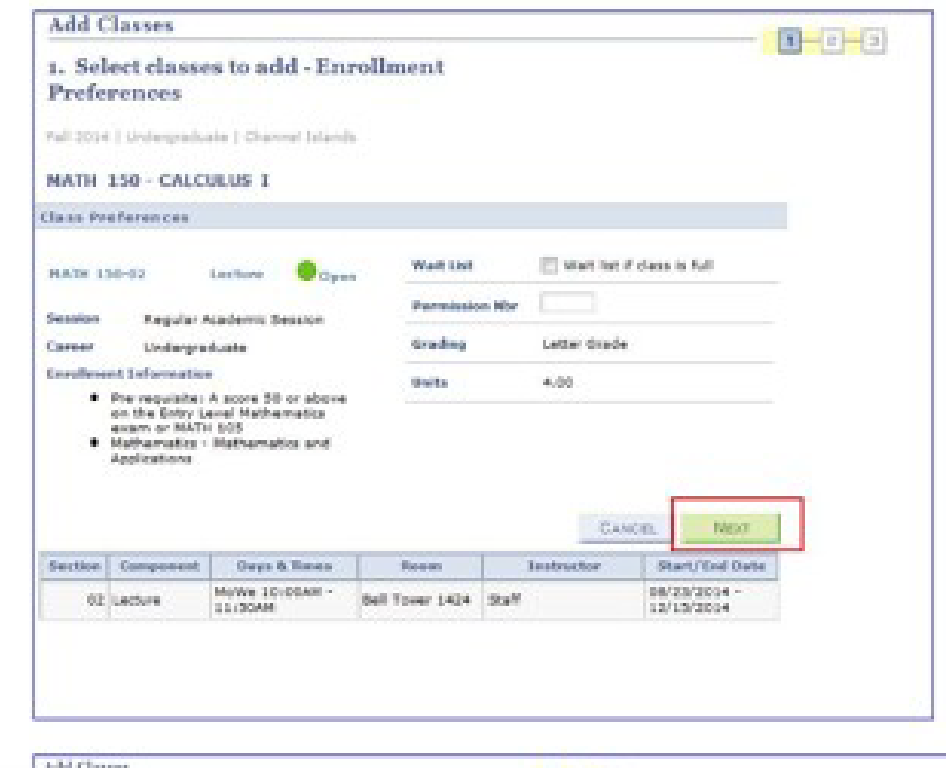
Make sure the course is listed as EU course

6. Options for Selecting a Class to add:

1. Type in the four digit Class Number associated to your course and click Enter
2. Click on Search to find a course based on Course Subject and Number (ex. MATH 150)

7. Once you select the class, you will be taken to the Enrollment Preferences page, where you will need to make choices prior to moving forward:

1. If the Class is Open and does not need a permission number*, you can click on Next.
2. If the Class is Full (Waitlisted) and you are interested in getting added to the Waitlist, click on the Checkbox "Wait list if class is full". Note: If the Class is Closed, no further enrollment in the class or on the Waitlist is being permitted.
3. *Permissions Numbers are used:
 - i. Prior to the semester starting- to Enroll in a class where the pre-requisite is "Permission from Instructor to Add this class is required". These are typically senior level courses.
 - ii. Weeks 1-3 of the semester- to Enroll in a class. If you are granted permission to add, the instructor will give you a number.

Student Support

Explore the Canvas New Student Orientation for help with:

- Library Articles or Journals
- Writing Support
- Tutoring and Study Skills
- Counseling and Psychological
- Services Basic Needs, Food, Housing
- and more!



Lower Division General Education Requirements – CARR (CI Academic Requirements Report)

Notice to Transfer Students

A PRELIMINARY EVALUATION OF YOUR TRANSFER CREDIT HAS BEEN COMPLETED. All Final, Official Transcripts must be received and evaluated before a final CARR review can be done. Submit all required documents to Enrollment Services, Sage Hall, Room 1020.

You will be notified when the final evaluation of transfer work has been completed. If you have any questions, contact your Academic Advisor.

Final Evaluations will be taking place these next upcoming weeks.

You will be notified through email if you are missing any requirements with assistance how to complete them!

Monica.carrillo@csuci.edu

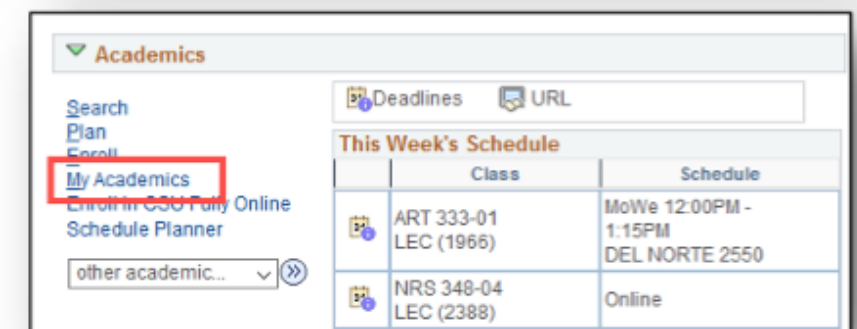
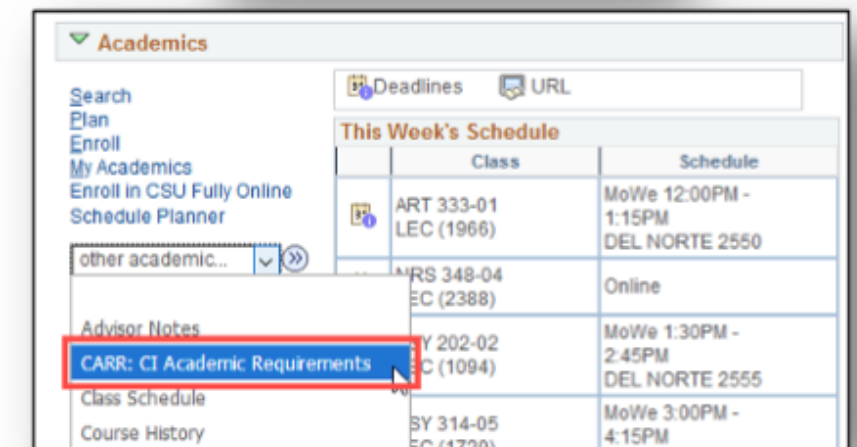
<https://www.csuci.edu/registrar/carr.htm>

1. Open your browser and go to <http://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last###)
 - b. Enter your Dolphin password*
 - c. Click on "Sign in" to log in.

*Both are case sensitive.

Note: New students must click on the "Activate Your Account" link and follow the instructions.

3. Once you are logged into myCI, click on **CI Records** in the *Services* section.
4. Once in the Student Center, there are two ways you can run your report. In the drop down menu, select "Academic Requirements" then click the arrow icon.
5. You may also click on the "My Academics" link. To view your CARR, click on the "View my advisement report" link in the "My Academics" tab. This will direct you to your academic requirements.
6. Review your CARR and ensure your coursework is fulfilling your General Education, Graduation, Major/ Minor requirements as expected.



Class	Schedule
ART 333-01 LEC (1966)	MoWe 12:00PM - 1:15PM DEL NORTE 2550
NRS 348-04 EC (2388)	Online

Lower Division General Education Requirements

- Area A: English Language Communication and Critical Thinking
 - Area B: Scientific Inquiry and Quantitative Reasoning
 - Area C: Arts and Humanities
 - Area D: Social Sciences
 - Area E: Lifelong Learning and Self-Development
 - Area F: Ethnic Studies
-
- American Institutions Requirements (Graduation Requirements in United States History, Constitution and American Ideals)
 - Language Graduation Requirement

Extended University Resources

← → ↻ ext.csuci.edu/current-students/index.htm 🔒 ⌂ ☆ ⚙️ ⬇️ 🗄️

📖 About Us - ASCC... 📁 Extended University 📁 Airtable 📁 SharePoint 📁 EU CE Groups 📁 EAB 📁 University 📁 WASC 📁 UPCEA 📁 CSU SSA 📁 CAEL

[Programs](#) [Admissions & Student Finance](#) [Campuses](#) [About](#) [Current Students](#)

Current Students



This page provides information to current students enrolled in undergraduate and graduate academic programs offered through Extended University. You can find details about course offerings, registration dates/deadlines, program information and roadmaps, campus resources, student forms, and steps to take after applying to become a CI Dolphin.

Course Offerings

The [Extended University New Student Orientation](#) is a self-paced canvas course to help

IN THIS SECTION...

[Campus Resources](#)

[Student Forms](#)

[Undergraduate Enrollment Guide](#)

[Graduate Enrollment Guide](#)

[Program Information](#)

Get Social With Us!



@eucsuci



www.facebook.com/EUCSUCI



www.linkedin.com/school/california-state-university-channel-islands-extend/



Scan me for all links

Thank you! Questions?



ext.csuci.edu

ADN/RN TO BSN PROGRAM LEADERSHIP & STAFF

- **Dr. LaSonya Davis**
 - **Nursing Program Chair**
- **Dr. Aaron McColpin**
 - **Nursing Program Associate Chair**
- **Dr. Neomie Congello**
 - **ADN/RN to BSN Program Director**
- **Jingle Mitchell**
 - **EU Nursing Support Coordinator**

Communication & Resources

Use Your myCI Email

- Forward it to your phone or main email account
- **For Assistance: Contact Information Technology Services (ITS)**
 - 805-437-8552 o
 - <https://www.csuci.edu/its/>
- **Official form of communication from CSUCI and from the MSN Program**
- Check a minimum of twice a week

Materials, books, resources, medical app, etc.

- **CSUCI's "The Cove Bookstore"**
 - <http://www.csuci.bkstr.com/>

FULL TIME ROADMAP

FIRST YEAR & SECOND YEAR - SUMMER SESSIONS

1ST YEAR SUMMER SESSION

2ND YEAR SUMMER SESSION (TAKE NCLEX BEFORE 2ND SUMMER SESSION)

COURSE	TITLE	UNITS	COURSE	TITLE	UNITS
NRS 352	HEALTH PROMOTION AND PATIEN EDUCATION	3	NRS 310	PROFESSIONAL ROLE TRANSITION	3

FULL TIME ROAD MAP: TRACK II PROGRAM CURRICULUM

FALL SEMESTER			SPRING SEMESTER		
COURSE	TITLE	UNITS	COURSE	TITLE	UNITS
NRS 350 (GWAR)	RESEARCH	3	NRS 342	COMPLEMENTARY & ALTERNATIVE HEALTH	3
NRS 452	COMMUNITY HEALTH	3	NRS 460	LEADERSHIP	3
NRS 453	COMMUNITY HEALTH LAB	3	UDGE - C		3
BIOL 432 (UDGE - B)	EPIDEMIOLOGY	3	NRS 348 OR ANTH 443 UDGE - D	HEALTHY AGING OR MEDICAL ANTHROPOLOGY	3
TOTAL UNITS FOR FALL		12	TOTAL UNITS FOR SPRING		12

CREDIT FOR NURSING COURSES AT COMMUNITY COLLEGE = 20

MAXIMUM TRANSFER UNITS: 70 UNITS INCLUDE PRE-REQUISITE COURSE WORKS. STUDENTS ACCEPTED WITH FEWER THAN 70 TRANSFER UNITS MAY HAVE TO COMPLETE ADDITIONAL COURSEWORK AT CSUCI.

PART TIME ROADMAP

FIRST YEAR & SECOND YEAR - SUMMER SESSIONS

1ST YEAR SUMMER SESSION

2ND YEAR SUMMER SESSION (TAKE NCLEX BEFORE 2ND SUMMER SESSION)

COURSE

TITLE

UNITS

COURSE

TITLE

UNITS

NRS 352

**HEALTH PROMOTION AND PATIEN
EDUCATION**

3

NRS 310

PROFESSIONAL ROLE TRANSITION

3

PART TIME ROAD MAP: TRACK II PROGRAM CURRICULUM

FIRST ACADEMIC YEAR

FALL SEMESTER			SPRING SEMESTER		
COURSE	TITLE	UNITS	COURSE	TITLE	UNITS
NRS 350 (GWAR)	RESEARCH	3	UDGE - C		3
BIOL 432 (UDGE - B)	EPIDEMIOLOGY	3	NRS 348 OR ANTH 443 UDGE - D	HEALTHY AGING OR MEDICAL ANTHROPOLOGY	3
TOTAL UNITS FOR FALL		6	TOTAL UNITS FOR SPRING		6

CREDIT FOR NURSING COURSES AT COMMUNITY COLLEGE = 20

MAXIMUM TRANSFER UNITS: 70 UNITS INCLUDE PRE-REQUISITE COURSE WORKS. STUDENTS ACCEPTED WITH FEWER THAN 70 TRANSFER UNITS MAY HAVE TO COMPLETE ADDITIONAL COURSEWORK AT CSUCI.

PART TIME ROAD MAP: TRACK II PROGRAM CURRICULUM

SECOND ACADEMIC YEAR

FALL SEMESTER

SPRING SEMESTER

COURSE	TITLE	UNITS	COURSE	TITLE	UNITS
NRS 452	COMMUNITY HEALT	3	NRS 342	COMPLEMENTARY & ALTERNATIVE HEALTH	3
NRS 453	COMMUNITY HEALTH LAB	3	NRS 460	LEADERSHP	3
TOTAL UNITS FOR FALL		6	TOTAL UNITS FOR SPRING		6

CREDIT FOR NURSING COURSES AT COMMUNITY COLLEGE = 20

MAXIMUM TRANSFER UNITS: 70 UNITS INCLUDE PRE-REQUISITE COURSE WORKS. STUDENTS ACCEPTED WITH FEWER THAN 70 TRANSFER UNITS MAY HAVE TO COMPLETE ADDITIONAL COURSEWORK AT CSUCI.

Academic Advising

For General Education (GE) questions and requirements:

- Monica Carrillo - Student Experience & Success Counselor
 - monica.carrillo@csuci.edu

For Nursing advising:

- **Dr. Neomie Congello, Program Director**
 - neomie.congello@csuci.edu
- **Continually access your CARR:**
 - <https://www.csuci.edu/registrar/carr.htm>

California State University
Channel Islands

Bachelor of Science in Nursing

Student Handbook



Channel Islands
CALIFORNIA STATE UNIVERSITY

ADN/RN to BSN Handbook



- **New platform to replace CastleBranch and Typhon**
 - **To be implemented later this Summer for the 2024 cohorts**
 - **Clinical Tracking System for logging and managing data**
- **Medical Document Manager**
- **Background Check**
- **Drug Screen**
- **Must be purchased 3 months before clinical semester**
- **Use CI Email when setting up Exxat account**
- **Total cost is approximately \$210 for 2 years**



Physical Exam & Immunization Requirements

Page 1: You complete your information and sign.

Page 2: Medical Provider completes and signs.

Immunizations:
 TB QuantiFERON Gold Blood Test (ANNUAL)
 Hep B, MMR, Tdap, Varicella, & Flu (ANNUAL)
 COVID-19 Vaccines

Students must provide the following Health Documents for the Nursing Program by providing to CastleBranch.

Documents	To-do action	Comments
Student Acknowledgement	Download, print, and complete the Student Acknowledgement form available for download from the website. Then upload to CastleBranch. This form must be completed and submitted to the program advisor by the student, print, and complete the Acknowledgement of Responsibility form available for download from the website. Then upload to CastleBranch.	Documents will be set to September 1st of each year.
Acknowledgement of Responsibility	This form must be completed and submitted to the program advisor by the student, print, and complete the Acknowledgement of Responsibility form available for download from the website. Then upload to CastleBranch.	Documents will be set to September 1st of each year.
Physical Examination	Download, print, and complete the Physical Examination form available for download from the website. Then upload to CastleBranch.	Documents will be set to September 1st of each year.
Social Media Policy	Download, print, and complete the Social Media Policy form available for download from the website. Then upload to CastleBranch.	Documents will be set to September 1st of each year.
Visual/Audio Image Release form	Download, print, and complete the Visual/Audio Image Release form available for download from the website. Then upload to CastleBranch.	Documents will be set to September 1st of each year.
CPR Certification	Submit a copy of your current CPR Certification (if not on file, you must obtain one). The CPR must be one of the following: <ul style="list-style-type: none"> American Red Cross (or other approved provider) California State Board of Fire Training (or other approved provider) 	Documents will be set per the expiration date of each.
Fire Safety Card	Submit a copy of your current Fire Safety Card. ONLY for Track II Candidates: This is a 4-week program that you must complete before starting class.	Documents will be set to 09/01/2024 04:00:00 PM.
California RN License	Submit a copy of your current California RN License (if not on file, you must obtain one). ONLY for Track II (RN/BSN/BS) Candidates: This is a 4-week program that you must complete before starting class.	Documents will be set per the expiration date of license.

Important contacts:

- CastleBranch User Experience Services (UES): 888-723-4253 (toll free)
- Nursing Clinical Coordinator: Gigi Ayala: gigia@csuci.edu

Note: The Nursing Program also requires a Background Check and Drug Test, which will be done through CastleBranch.

Nursing Program - www.csuci.edu/nursing

Student Health Services located in Yuba Hall: Call 805-437-8828 to schedule an appointment. (Summer Hours: M-Th, 9am-2pm)

Health Insurance & CPR Certification

Health Insurance



Acknowledgement of Responsibility

In signing this document, I am verifying my full knowledge and understanding of my responsibility within the CSU Channel Islands Nursing Program as it pertains to required obligations, illness & injury, and accidents while performing any service as a CSU Channel Islands student.

I know that I am responsible for maintaining health insurance throughout the program in order to have coverage in the case of an injury or accident, as it is stated in the Student Handbook. If I am involved in an incident, I am solely responsible for covering the cost of my care, any follow up related to said incident, and agree to assume all risks related to gathering experience.

I also understand that if an incident occurs while at a clinical location, I am held to the policies and procedures of the facility and that my first responsibility is to notify my instructor of any occurrence in a timely manner. If I am found in violation of any CSU Channel Islands Nursing policy or procedure, while the incident took place, I may face disciplinary action.

Health Insurance Provider/Company

Student Name (print)

Student Signature

Date

**BLS MUST be from
American Heart Association**

**Upload to Exxat
By: Due Date listed on Checklist**

ADN/RN to BSN Program Checklist

- Complete New Student Orientation

Due: July 15th

***All documents noted below must be uploaded to CastleBranch.
Please refer to CastleBranch for details.**

- Acknowledgment of Handbook
- Acknowledgment of Responsibility (Health Insurance)
- Acknowledgment of Social Media Policy
- Acknowledgment of Visual/Audio Image Release
- Emergency Contact Information

Due: 3 Months Before Clinicals

All documents noted below must be uploaded to CastleBranch.

- Background Check and Drug Test

*****Timeline of completion subject to clinical site policy**

- Physical Examination - signed by Medical Provider
- QuantiFERON TB blood test or Chest X-ray
- Proof of Immunizations(Flu, Varicella, MMR, Tdap, Hep B)
- BLS Certification
- Acknowledgment of Responsibility (Health Insurance)
- Acknowledgment of Handbook
- Acknowledgment of Social Media Policy
- Acknowledgment of Visual/Audio Image Release
- California RN License (optional)

- 2 Name Tags & 2 White Lab Coats

(Must wear lab coat and name tag at clinical sites.)

***All documents listed are required for every student. Failure to meet these program requirements will prevent you from attending clinical rotations.**



Thank You and Good Luck!

- Dr. LaSonya Davis
 - Nursing Program Chair
 - LaSonya.Davis@csuci.edu
- Dr. Neomie Congello
 - ADN/RN to BSN Program Chair / Advisor
 - Neomie.Congello@csuci.edu
- Jingle Mitchell
 - EU Nursing Support Coordinator
 - jingle.mitchell@csuci.edu