

Returning RN to BSNs
New RN to BSNs

Saint Francis Medical Center College of Nursing

A Tradition of Excellence in Nursing Education



RN-BSN Fall 2022 Class Schedule and Registration Guide

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Website: www.sfmcon.edu

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Semester Registration Procedure

For Fall 2022 registration only. Returning RN-BSN students **will register online**

Telephone assistance from the Registrar Office (624-8980) is available during normal business hours (8:00 a.m. to 4:00 p.m. Monday through Friday). E-mail to the Registrar will be answered the following business day. The Registrar's e-mail address is janice.farquharson@osfhealthcare.org. For registration questions, a list of contacts is included.

Academic Advisement:

- Advisement for Fall 2022 classes ends 6/1/2022.
- All currently enrolled RN to BSN students must meet individually in person with his/her Academic Advisor.
- It is the student's responsibility to make an appointment to see the advisor. Students are encouraged to either use email or leave a telephone message when trying to contact advisors. It is recommended that you develop at least two schedules in case your first selections are closed when you go online. The Registration Forms are for your convenience and do not need to be submitted to the Registrar's Office.
- Choose classes by checking the Fall 2022 Class Schedule for the classes you want and the time and location most convenient.
- Check prerequisites in the College Catalog or click on College website <http://www.sfmcon.edu>. Prerequisites must be met before you register for the course.
- **When meeting with Academic Advisor is completed, the advisor is to release the 'hold' on registration so you will be able to access the Fall 2022 courses online during your level's online registration dates. Before leaving the meeting make sure this has been done by your advisor.**
- Students will not be able to register if they have delinquent financial obligations to the College or to financial aid programs.
- Class and clinical sections will be determined by registrations. The College reserves the right to limit enrollment in sections and to cancel a section for which there are insufficient registrations. The size of a clinical group is determined by limitations set by the clinical agency. The number in parentheses after each lab section represents the maximum number of students for the Lab. The College cannot exceed that number. **The College reserves the right to change or adjust course and clinical or lab schedules of students, as needed.**

FALL 2022 REGISTRATION DEADLINE DATES:

Currently enrolled Spring 2022 students will have online access to register during the registration dates indicated in the table below. Refer to the schedule below to determine when your level will have access to online registration.

CURRENTLY ENROLLED RN to BSN STUDENTS

CURRENT STUDENT LEVEL SPRING 2022	ONLINE REGISTRATION ACCESS DATES	REGISTRATION METHOD
RN/BSN – currently enrolled	Mon 3/28/22 7:00 am – Thur 3/31/22 10:00 pm	ONLINE

INCOMING FALL 2022 STUDENTS

STUDENT LEVEL	ONLINE REGISTRATION ACCESS DATES	REGISTRATION METHOD
RN/BSN –Incoming Fall 2022	Submit Registration Form (signed by advisor) to Registrar before 4/07/2022	Paper Registration Form

WALK-IN FALL REGISTRATION

Students who do not register online, submit Registration Forms, signed by Academic Advisor to Registrar's Office, Room 628 Monday-Friday between 8:00 am – 4:00 pm. Please submit the forms to Admissions by June 1, 2022. Students using walk-in registration will receive confirmation of classes by email.

Registration and Student Account Implications:

- To assure timely receipt of billing statements and to allow time needed to complete financial arrangements, please register as early as possible.
- Student Account payment is ***due 30 days prior to semester start*** (Due date for Fall 2022 semester is July 15, 2022)
- Students who register **after** the tuition/fee due date must make **immediate** payment arrangements in the Student Finance Office, Room 710
- Students who register late and have an unpaid account balance by the tuition/fee due date may experience:
 - * Delays in financial aid processing.
 - * \$25 monthly late charges on unpaid balance of account
 - * Hold on class attendance
 - * Unnecessary Stress!
- ***Please allow several weeks to process financial aid***
 - * Students enrolled in 6 credit hours or more may be eligible for federal student loans or other financial assistance. The FAFSA must be filed and financial aid process complete. (For more information please contact the Student Finance Office (624-9932))

*OSF employees utilizing **Tuition Waiver**/Reimbursement Education benefits must complete the appropriate form and submit to OSF HR. (Please see details on E-college Student Finance.) *Special note: Waivers are applied to tuition only. All other fees are the student's responsibility.*

Textbook Information

To comply with federal requirements of the Higher Education Opportunities Act, textbook information for each semester will be posted on the College of Nursing website. **NOTE:** Prices posted are provided by the publishers and represent the prices they charge to the public. They are subject to change without notice.

Fall 2022 Semester

Fall Tuition Due.....	July 15, 2022
Faculty Return	August 8, 2022
BSN New Student Orientation.....	August 11, 2022
Classes Begin.....	August 15, 2022
Last Day to Change Registration.....	August 19, 2022
Labor Day Holiday	September 5, 2022
Last Day to Withdraw with "W"	October 21, 2022
No Classes	November 23, 2022
Thanksgiving Holiday	November 24-25, 2022
Classes End.....	December 2, 2022
Final Examinations	December 5-9, 2022
Graduate Program Recognition Dinner	December 8, 2022
Commencement	December 10, 2022
Faculty Last Day.....	December 16, 2022

UNDERGRADUATE – RN to BSN Courses

Course	Course Name	Credits	Faculty	Max Seats	Location	Day and Time
304 01	Nursing and Healthcare Ethics	3	TBD	25	Online	Thursday
304 02	Nursing and Healthcare Ethics	3	TBD	25	Online	TBD
304 03	Nursing and Healthcare Ethics	3	TBD	25	Online	Tuesday
310 03	Health Assessment	3	TBD	25	Online	
310 Lab I	Health Assessment Lab	0	TBD	12	Basics Lab	Arranged
317	Concepts for Professional Nursing - RN	3	TBD		Online	
318	Research for Nursing Practice	3	TBD	25	Online	
425	Promoting Healthy Communities (RNs only)	5	N. Bailey	25	ASYNC	
434 05	Concepts in Nursing Management (RNs only)	3	N. Bailey	25	Online	
436	Trends and Issues for Professional Nursing (RNs only)	3	TBD	25	Online	
450	Transition to Advanced Nursing Practice	4	TBD	10	Online	

ONLINE Registration Instructions

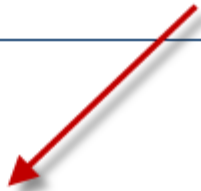
When online registration for Fall 2022 is available, log in to the Student Information System (SONIS) -Online Registration Steps:

eTools

The electronic tools listed here are designed to help students and staff manage their experience.

Students

- Elsevier Evolve
- Microsoft Online
- [Student Information System \(SONIS\)](#)
- Student Community
- Learning Management System (Canvas)
- Community Volunteer Activities - SCOOP



Saint Francis Medical Center
College of Nursing

DEGREE AUDIT HOLDS SCHEDULE REGISTRATION

General <

Financial <

Academics ▾

Degree Audit

Holds

Schedule

Registration

Links <

Logout

Registration

Registration for 202021/1

Currently r

PENDING REGISTRATION - NONE

Course	Description	Section	S
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Pending Credits: 0 Enrolled Credits: 0 Total Cred

COURSE OFFERINGS (CLICK A SPACES LINK BELOW TO ADD A COURSE)

Course	Spaces	Wait	Description
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PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	L
Pending Credits: 0 Enrolled Credits: 0 Total Credits: 0					
Find course					
COURSE OFFERINGS (CLICK A SPACES LINK BELOW TO ADD A COURSE TO YOUR CART.)					
Course	Spaces	Wait	Description	Section	
BSN 304	18	0	Nursing and Healthca	01	
BSN 304	0	0	Nursing and Healthca	02	
BSN 310	9	0	Health Assessment	01	
BSN 310	10	0	Health Assessment	02	
BSN 310	19	0	Health Assessment	03	
BSN 310	2	0	Lab - Health Assessment	A	
BSN 310	1	0	Lab - Health Assessment	B	
BSN 310	2	0	Lab - Health Assessment	C	
BSN 310	2	0	Lab - Health Assessment	D	

Click on the Spaces number to register for on of those seats.

Means that no more seats are available.

PENDING REGISTRATION - TIME OUT AT 12:26 PM.

Course	Description	Section
BSN 304	Nursing and Healthcare Ethics	01

Pending registration(s) are shown in red above. Click 'Continue Registration Process' when you have finished.

Pending Credits: 3 Enrolled Credits: 0 Total Credits: 3

[CONTINUE REGISTRATION PROCESS](#) **Click**

MAIN

[Continue Registration Process](#) **To Register**

[CLEAR PENDING AND RESTART REGISTRATION](#) **To delete course**

Enrollment code for Registration explanation:
Audit:
C E:

Registration

Trans. Ref.	School Year
Activity Fee	202021
Technology Fee	202021
Tuition for BSN 304	202021

Total unposted credits: 3.00

COMPLETE REGISTRATION

Click

(Your registration will not be processed until you click the *Complete Registration* button above.)
Cancel Pending Registration Option Unavailable

REGISTRATION IS COMPLETED. You can print a copy of your schedule.

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1. Other students will be registering at the same time. Course seats may fill up while you are in process.
 2. You may register for all of your classes at once or you may register and finalize your courses one at a time
 3. If you finalize a course and need to switch courses (or sections), you will need to complete and submit an Add/Drop Form through the Registrar’s Office, Room 628.

****Please understand that we will try to place you in the courses and sections you have selected, but remember there are no registration guarantees. If you are placed in a different section for any reason, you will be notified of the change.**

INCOMING RN to BSN Plans of Study Examples:

RN to BSN PLAN OF STUDY - Fall Start		Semester				
		Fall	Spr	Sum	Fall	Spr
Course	Credits					
304 Nursing and Healthcare Ethics	3		X			
317 Concepts of Professional Nursing	3	X				
310 Health Assessment	3	X				
318 Research for Nursing Practice	3			X		
425 Promoting Healthy Communities	5		X			
434 Concepts in Nursing Management	3				X	
433 Experiences in Clinical Nursing - PORTFOLIO OPTION OR	8 (or 10)			X		
438 Conceptual Basis of Nrsng IV Theory & 439 Conceptual Basis of Nrsng IV Clinical						
436 Trends and Issues for Professional Nursing	3				X	
Total Credit Hours	31					