BSN@HOME

STUDENT MANUAL

School of Nursing
UNIVERSITY OF WISCONSIN–MADISON

Last Updated: August 1, 2019

BSN@Home Student Handbook

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UW Madison School of Nursing

Welcome

Welcome to the University of Wisconsin-Madison School of Nursing (SoN) BSN@Home program! On behalf of our school, I want to extend a warm welcome and share our excitement about working with you. Our mission is to develop leaders for the profession and society. We aim to assure health for all through leadership, innovation, and collaboration in research, education and practice. These are exciting times, and we are pleased that you chose UW-Madison for your BSN.

We recognize that many of you are balancing your education with employment and other family commitments, but we encourage you to take advantage of the many resources that UW-Madison has to offer.

The 2019-2020 BSN@Home Student Handbook will give you an overview of the UW-Madison BSN@Home program, and answer some of the common questions that arise. It will also overview steps on policies student will use each semester. Please familiarize yourself with its contents and use it as a resource. Individual course professors, the Office of Academic Affairs and I are also here to help.

I wish you great personal and professional growth as you embark on this important journey. May your studies be inspiring and thought-provoking. As the BSN@Home Program Coordinator, I'll be cheering you on and be a resource for you as you hit bumps in the road. Please let me know if I can help in any way.

Kelli Richards

Advisor I BSN@Home Program

Mission Statement and Accreditation

Mission: To prepare leaders who improve human health through nursing science, education, and practice. The University of Wisconsin–Madison School of Nursing, established in 1924, is the leading nursing research institution in Wisconsin and a crucial part of the state's health care system. As an integral academic partner situated in the health sciences sector of campus with the School of Medicine and Public Health and the School of Pharmacy, the School of Nursing collaborates with scientists and renowned researchers across the UW–Madison campus, the nation, and the world. The school's research is translational in nature and grounded in practical application–the work being done has an immediate impact on Wisconsin's communities, hospitals, clinics, schools, and homes. The school has an enrollment of more than 500 students, offering the Bachelor of Science in Nursing (BS), Doctor of Nursing Practice (DNP), and Doctor of Philosophy in Nursing (PhD) degrees. With more than $1 billion in research expenditures in 2009, the University of Wisconsin–Madison is the third largest research university in the country. The campus includes 13 academic schools and colleges and enrolls more than 40,000 students annually. There are 226 centers and institutes recognized and approved within the university that serve to organize activities for groups of people to collaborate. The Doctor of Nursing Practice program at the University of Wisconsin–Madison is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791. The mission of the Office of Academic Affairs is to support the student experience from pre-admission through postgraduation and also to assist faculty in curriculum development, implementation, and assessment. Student services include recruitment and admissions, advising and enrollment management, facilitating clinical experiences, coordination of scholarships and career services and credentialing.

The Office of Academic Affairs is located in suite 1100 Cooper Hall, 701 Highland Avenue.
Front Office: Signe Skott Cooper Hall, Suite 1100
Office Hours: 8:00am-4:30pm, Monday – Friday
Email: academicaffairs@nursing.wisc.edu
Phone: (608) 263-5202

Office of Academic Affairs Contact List

School of Nursing Directory

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Academic Advising

Nursing Academic Affairs Office

You can receive advising about course selection, registration and degree planning via email, video and in-perons appointments throughout your tenure in the BSN@Home program.

Nursing Academic Affairs Office	Kelli Richards
Signe Skott Cooper Hall	BSN@Home Advisor
701 Highland Avenue, Suite 1100, Madison, WI	kelli.richards@wisc.edu
Office Hours: M-F, 8 a.m.-4:30 p.m.	608.263.5163
To Schedule an Appointment: 608-263-5202	Office Hours: Tues, Wed, Thurs 8am – 2pm

Orientation

As a BSN@Home student, you are exempt from attending the campus-wide orientation program referred to as SOAR. The BSN@Home Advisor will conduct an abbreviated orientation during the first month of CNP 306 Transitions: Practice, Professional, Personal. During orientation you will receive a detailed transfer credit evaluation and Degree Audit Report (DARS). These materials will accurately depict your progress toward earning the BS-Nursing degree. You will also meet with campus librarians and the writing center to learn more about resources.

Glossary

BSN@Home: The public name describing all RN to BSN programs offered by six UW-System institutions (Eau Claire, Green Bay, Madison, Milwaukee, Oshkosh, Stevens Point)

NCP: "Nursing Collaborative Program". Former name of BSN@Home program. "NCP" is listed as classification (major) in the UW-Madison student information system. Note: "CNP - Collabroative Nursing Program" is used as the three-letter course prefix for UW-Madison BSN@Home courses (example: CNP 306)

Demographic Form: After you are admitted to UW-Madison, then you are able to submit this form. Form completion adds you to the BSN@Home database so you can begin your first semester of nursing courses.

Course Commitment Form: Allows you to select which BSN@Home course(s) you plan to take during the next term. This Course Commitment Form puts you on the class list for the course(s) you select. Once you commit to a course, then you must also register for the course in the UW-Madison system. Once you drop you must also remove your commitment to the course on the BSN@Home database.

My UW: UW-Madison student portal - my.wisc.edu. Access services like the Student Center, course material, WiscMail and more. This is where you will add/drop classes on your schedule.

Student Center (UW-Madison): Accessed via My UW. UW-Madison course registration happens via Student Center. Course enrollment demos are available via the Office of the Registrar

UW-Madison Net ID: Required to access My UW. The NetID is based upon your name, sometimes with additional characters.

UW-Madison Campus ID: Your student campus ID number is an essential part of your record at UW-Madison and will be associated with your permanent record. A university generated ten digit number (e.g. 9000001234). You should be prepared to provide your Campus ID number when speaking with university offices (ex: Office of Student Financial Aid, Office of the Registrar, etc.)

WiscMail: The university assigned student email account is the university's means of communication with all students attending the UW-Madison. Students are responsible for all information sent to them via their university assigned email account.

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Program Overview

BS-Nursing Requirements: 120 college-level credits

# of Credits	Type of Credit	Notes
24-30	Nursing: Prior Learning Credits	The UW-Madison School of Nursing will automatically post Prior Learning Credits to your UW-Madison record, in recognition of your ADN degree or Nursing Diploma. Wisconsin Technical College System (WTCS) graduates who graduated in 1996 and thereafter will receive 30 credits. All others receive 24 credits.
66	General Education Requirements Required coursework in: science, humanities, social science, English composition, quantitative reasoning, ethnic studies, etc.	The UW-Madison Office of Admissions and Recruitment will do a full evaluation of your transfer credits. All transferable courses will be applied toward BS-Nursing requirements. Old credits do not expire. The transfer credit evaluation is finalized close to the start of your first term in the program.
24-30	Nursing Coursework	Details below.
120 TOTAL		

Nursing Coursework: 24-30 credits

# of Credits	Requirement	Notes
3	CNP 306 Transitions: Practice, Professional, Personal	Introductory course. Must be taken in first semester. One on-campus class meeting is required during the first month.
18	BSN@Home Core Curriculum	BSN@Home Online Coursework CNP 407 Foundations of Professional Nursing Practice (3 cr) CNP 441 Chronic Care Management (3 cr) CNP 446 Research and Evidence-Based Practice (3 cr) CNP 447 Leadership and Management (3 cr) CNP 453 Information Mgmt and Healthcare Technology (3 cr) CNP 454 Community Health Nursing (3 cr)
3	CNP 519: Capstone Clinical	Last course taken in the program. Students work with clinical professor to create a personalized clinical experience in/near students' home community. 60 hours of clinical work is required. The other hours consist of online coursework. One on-campus meeting is required in the first month.
0-6	BSN@Home Elective courses	You may choose to take any of these courses to fulfill remaining nursing credits: Aging & Health, Clinical Pharmacology, Cross Cultural Health, Global Health, Health Assessment, Interdisciplinary Care of Children with Special Healthcare Needs, Mental Health Nursing Across the Care Continuum, Nursing Care at the end of Life, Pathophysiology, and School Nursing
24-30 TOTAL		

Program Progression

- **Semester system:** The BSN@Home program follows a traditional semester system. We offer three terms each year: fall, spring, summer. Summer courses are accelerated. Courses have a specific start and end-date.
- **First semester:** The first semester of this program is relatively prescribed. You may take one or two classes (3-6 credits). CNP 306 is required in the first semester.
- **After your first semester:** You may increase your credit load, though it is recommended that students who work full-time take no more than two classes per term. A max of three is allowed. You may take courses in any order, but I advise taking them in numerical order.
- **Summer terms:** Optional. Approximately half of enrolled students opt to take coursework in summer. Since the pace is quick, only one class at a time is recommended.
- **Choose course load carefully:** Students should closely examine their ability to focus on coursework amongst work and family responsibilities. Instructors estimate that in a typical 15-week semester course, a student will spend between two and three hours per week for each credit hour. Examples:
  - Enrolled in 3 credits...expect to spend 6-9 hours per week on coursework
  - Enrolled in 6 credits...expect to spend 12-18 hours per week on coursework
- **Final Course: CNP 519 Capstone Clinical:** This is the last nursing course you should complete. You may take it simultaneously with one core nursing class. It is offered fall and spring only.

Timeline to Degree

A common question is, "When will I graduate?" The answer is, "It depends." It depends on the number of (and type of) college-level credits you have completed before enrolling at UW-Madison.

If you COMPLETED all non-nursing requirements prior to admission to UW-Madison
A typical student taking two classes per term finishes the 30 credits of BSN@Home curriculum in 2-2.5 years. The 2.5 year timeline is most common.

If you did NOT COMPLETE all non-nursing requirements prior to admission to UW_Madison
Earning the BS-Nursing degree can take longer than 2.5 years if a student has several outstanding non-nursing courses to complete. Students may work on non-nursing requirements at two different times: 1) while simultaneously enrolled in BSN@Home Nursing coursework and/or 2) after completion of BSN@Home Nursing coursework.

The number of credits you wish to take each term also affects the length of the program. We understand that you are balancing work, your personal life, and school. We also understand that you want to get the most from advancing your education. The best way to do this is to communicate your plans and any changes to your advisor, who can help guide you in a timeframe that is individualized and works for you.

Stepping Out & Reentry Admission

BSN@Home students may opt to take a break from coursework. If you have not been enrolled in UW-Madison courses for a semester or more you are considered a reentry student. To reenter, students submit a simple reentry application to the UW-Madison Office of Admissions and Recruitment. There is no fee and no essay. Reentry is guaranteed if you left in good academic and disciplinary standing. Apply online. To guarantee access to BSN@Home courses for the term you are applying for, complete the reentry application by the following deadlines: Summer – February 1, Fall – March 1, Spring – October 1. But, it can be done at any time.

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Bachelor's Degree Requirements

The BSN@Home program is built upon the foundation of an Associate's degree in Nursing (ADN) or a Diploma in Nursing. Students complete a minimum of 120 credits.

1	24-30 credits	Prior Learning Nursing Credits	Awarded to students in recognition of the ADN. Wisconsin Technical College System (WTCS) graduates who graduated 1996 and thereafter will receive 30 credits. All other receive 24 credits.
2	24-30 credits	Nursing Credits	*CNP 306 Transitions: Practice, Professional, Personal 3 cr* *CNP 407 Foundations of Professional Nursing Practice, 3 cr* *CNP 441 Chronic Care Management, 3 cr* *CNP 446 Nursing Research & Evidence-Based Practice, 3 cr* *CNP 447 Leadership & Management, 3 cr* *CNP 453 Information & Health Technology, 3 cr* *CNP 454 Community Health Nursing, 3 cr* *CNP 519 Capstone Clinical, 3 cr*
3	14 credits	Science	Includes chemistry, anatomy, physiology and microbiology
4	22 credits	Humanities and Social Studies	Includes Intro Sociology, Intro Psychology, a growth and development course, 6 credits humanities, 7 credits humanities or social studies
5	3 credits	Ethnic Studies	A course studying the culture and contributions of persistently marginalized racial or ethnic groups in the United States
6	3 credits	Quantitative Reasoning Part A (QR-A)	Complete a QR-A class. A high score on the UW-System Math Placement Test or AP credit may exempt students from this requirement. Courses that satisfy this are Quantative reasoning or college algebra.
7	3 credits	Communication Part A	An English composition class that includes literacy components in information literacy, as well as in written and oral communications.
8	3 credits	Quantitative Reasoning Part B (QR-B)	QR-B classes enhance quantitative reasoning proficiency. Courses that satisfy this requirement are offered in a variety of fields of study (ex: statistics, economics).
9	15 credits	Non-Nursing Electives	Enough elective credits to reach a total of 120 degree credits
	TOTAL: 120 credits		

Credit Thresholds Explained

While working to complete the BS-Nursing, students must meet these specific credit thresholds. Your Degree Audit Report (DARS) will track your progress:

- Minimum of 120 total degree credits
- Minimum of 75 Intermediate/Advanced (I/A)-Level credits (discussed and illustrated below)
- Minimum of 53 nursing credits
- Minimum of 65 non-nursing credits
- Minimum of 30 credits "in residence" (credits completed on UW-Madison transcript after admission to the BSN@Home program) are required to earn the BS-Nursing degree

Nursing Electives

There are approximately 10 Elective Courses (vs. Core Courses) listed on the BSN@Home website.
Consult your Degree Audit Report (DARS) and/or advisor before opting to take nursing electives. Many students find that taking a nursing elective is not beneficial toward reaching the credit thresholds mentioned above. It is the students' responsibility to ensure they are not paying tuition for coursework that is not required to earn the BS-Nursing degree.

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Intermediate/Advanced (I/A) Credit Requirement

Students earning their second bachelor's degree are exempt from this requirement. For students earning their first bachelors-degree, at least 75 of the 124 total degree credits must be at the Intermediate (I) or Advanced (I) level. Approximately 60 of these I/A credits will be satisfied by required coursework, as follows:

Type of Credit	Number of I/A Credits	Notes
Physiology	4-5	Completed via ADN degree. Typically called "Anatomy & Physiology 2" for 4 credits.
Prior Learning Credits	22-28	• Wisconsin Technical College System (WTCS) graduates (1996 and after) are granted 28 I/A credits • All others receive 22 I/A credits
BSN@Home Nursing	20-24	Required BSN@Home nursing classes
Capstone Practicum (CNP 519)	3	Required BSN@Home clinical class
Other Electives		Those transfer or UW courses designated as I/A

Nursing Course Selection & Registration: Term-by-Term

Course Selection FAQs

***Question*: In what order should I complete my nursing classes?**
Answer: CNP 306 must be taken in the first semester and CNP 519 must be taken in the last semester. Other required courses may be taken in any order. I would recommend taking them in numerical order.

***Question:* What nursing classes do I still need to take?**
Answer: To see a list of outstanding Nursing classes, run a Degree Audit Report (DARS). For instructions on how to RUN and READ a DARS, please scroll down to the "Tips…" document below.

***Question:* How many classes should I take per term?**
Answer: The first semester of this program is relatively prescribed. You may take one or two classes (3-6 credits). After your first semester you may increase your credit load, though it is recommended that students who work full-time take no more than two classes per term. A max of three is allowed. Summer terms are optional. Approximately half of enrolled students opt to take coursework in summer.

***Question:* Where can I see planned course offerings by term?**
Answer: The course [schedules page](#) notes the courses offered that semester and next.

Question:* I know I need to take all of the nursing classes listed under "Core Courses"…can I also take classes listed under "Elective Courses"?
Answer: UW-Madison students are not required to take electives. But, the BSN program has 15 credits of electives built into the program. So, depending on what transfer credits you have, you can take some of the BSN@Home electives to fulfill this area. Consult your advisor before completing any nursing elective courses.

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Core Course Descriptions

Course #	Course Title	Course Description
CNP 407 3 credits	Foundations of Professional Nursing Practice	Philosophical perspectives, theories, and standards are applied to the practice of professional nursing. Factors influencing nursing/health care delivery are analyzed. Professional communication skills are enhanced. This is a writing emphasis course
CNP 441 3 credits	Chronic Care Management	Exploration of interaction of biological, psychological, social, and environmental factors important to understanding management of chronic conditions at the individual, family, community, and societal levels.
CNP 446 3 credits	Research and Evidence-Based Practice	This course introduces the importance of research to improve clinical practice, strategies to evaluate the quality of research and evidence, and increase integration of research into practice.
CNP 447 3 credits	Leadership and Management	Examines nursing leadership and management using relevant theories and concepts. Analyze decision-making in relation to communication, delegation, supervision and group process.
CNP 453 3 credits	Information Management and Healthcare Techology	Utilize computer and information/decision science to support quality and safety in health care. Explore informatics issues and examine nursing's role in healthcare technology. Opportunities to use and master various healthcare technologies and healthcare data will be given.
CNP 454 3 credits	Community Health Nursing	Nursing care of populations and communities to facilitate optimal health outcomes.

Course Registration Process

BSN@Home nursing course registration happens in two steps: RESERVE and REGISTER

Step 1-RESERVE Class(es)

Select the class(es) you'd like to take via the BSN@Home Course Commitment Form.

Commitment Form Opens	At 8:30 AM on pre-designated day(s). • **SPRING** form opens: early November • **SUMMER** form opens: mid-February • **FALL** form opens: early April You will receive notification via email
Access Commitment Form	Via the BSN@Home website.
Commitment Form Timing	Submit your form on the day it opens (or soon after) to avoid closed classes and waitlists. Some courses fill up fast.
Commitment Form Strategy	The form itself says "select up to four" classes. This does not mean you should select four. Instead, select the courses you are planning to take in the upcoming term.
Courses Not Found on Commitment Form	INTRO/TRANSITIONS: CNP 306 and CLINICAL: CNP 519 Capstone Practicum. Your advisor manages enrollment into clinical term-by-term.
Desired Courses Closed?	You may use the Commitment Form to add yourself to the waitlist. You will be notified via wisc.edu email if a space becomes available.
Technical Difficulties with Commitment Form??	Email your advisor right away. List the class(es) you are trying to reserve. Emails will be handled quickly and in the order they are received. You will receive a reply via email once your request is processed.

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Step 2-REGISTER for Class(es)

Add reserved class(es) to your UW-Madison schedule via your Student Center in MyUW.

Receive Your Enrollment Appointment Time	Your registration date/time is assigned by the UW-Madison Office of the Registrar term-by-term.
Register via Student Center	Formally add your reserved class(es) to your UW-Madison schedule via your Student Center in MyUW. **Your reserved classes may appear closed in the registration system. You will be able to add because your advisor has entered permissions.**
Registration Deadlines	The Office of the Registrar maintains add/drop deadlines. Deadlines are strictly enforced.
Enrollment Demonstrations	The Office of the Registrar provides enrollment demos for adding, dropping, etc.
Technical Difficulties with Registration?	Contact the Office of the Registrar: 608-262-3811 or email reginfo@em.wisc.edu. You can also email Kelli at kelli.richards@wisc.edu

Course Waitlist Procedure

Once BSN@Home classes are full, you may use the Commitment Form to add yourself to the waitlist. You will be notified via wisc.edu email if a space becomes available. A space may become available quickly, or closer to the start of the upcoming term. You must check your email frequently for waitlist notifications. If you are admitted from the waitlist, you have 48 hours to respond. If you do not receive an email, there are no available spots .

Course Drop Procedure

Before you decide to drop a course, there are various UW-Madison drop deadline consequences to consider. Each semester there is a:

- Last day to drop courses or withdraw without a DR (drop) or W (withdraw) grade notation on your UW-Madison transcript
- Last day to drop courses for a 100% tuition adjustment
- Last day to drop courses for a 50% tuition adjustment
- Last day to drop courses for the term

If you decide to drop a BSN@Home course, you will need to follow these steps:

- Drop the course from your UW-Madison schedule following deadlines for the term
- Notify your academic advisor via email
  - The only way to be removed from the BSN@Home course statewide class roster is through your advisor. This is also true if you decide to drop a course during the semester.
- Email the course professor (if the course has already started)

Preparing for Each Term: Six Steps

As each new semester approaches, here are six key steps to a successful term:

	When	What	Details
Step ONE	1 month before term	Verify your UW-Madison registration	Be sure that the courses you reserved via the Course Commitment Form are added to your UW-Madison schedule.
Step TWO	1 month before term	Purchase Textbooks	Books may be purchased through the UW-Extension Bookstore.
Step THREE	2 weeks before term	Receive Course Welcome Emails	You will receive a welcome email from BSN@Home's partner UW-Extension Continuing Education, Outreach and E-Learning (CEOEL). Emails will go to your @wisc.edu account.

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Step FOUR	1 week before term	Receive emails with login and password information	CEOEL will email login and password information for the Desire2Learn (D2L) or Canvas course software
Step FIVE	Week before classes	Log in to preview core nursing classes	The week before classes start you can log into D2L to preview core courses. UW Courses will be accessed via your MyUW on Canvas. **If you have technical difficulties contact CEOEL.
Step SIX	Upon reviewing course syllabi	Mark your calendar for key assignments and deadlines	Coordinate your work/school/personal calendars to insure you can devote adequate time to class assignments throughout the term.

Tips for Success in Online Courses

All required courses are taught in an online format. Students who have never completed college-level coursework online should familiarize themselves with best-practices to ensure success.

General
Online courses have several features like the face-to-face courses. Both have individual assignments and cooperative group projects, and both may require you to take examinations to show you are learning the course material. The instructor directs you through the activities, posting announcements, delivering lecture materials, responding to questions, and grading assignments and exams.

The great benefit of being in an online course is that you can have the flexibility to fit your learning into your schedule. For successful online learning, it is recommended that you log on daily to check for announcements and review online materials. How long you need to be online depends on the activities for that session.

Confirm Technical Requirements
Learning and completing your Bachelor's Degree in Nursing online requires sufficient technology and Internet access to complete the coursework. The BSN@Home program provides details about minimum hardware specifications and links to technical support.

Participation
Look at the course calendar to see when assignments are due and when projects begin and end. Your course may have a very explicit schedule that tells you when you need to be online for different assignments. For example, you may have a class discussion for which you will need to submit an initial comment on a Monday and then respond to another student's comment on Tuesday. Requirements of this kind will be spelled out in the respective assignment or discussion. Connect regularly with instructors if you need clarification about course requirements or content.

Planning
Unlike the situation in most face-to-face courses, where you can show up for class, listen to lectures, and perhaps not play an active role in the discussion, the assignments in online courses require your participation. If you do not keep up with reading and other homework, you will not be able to contribute meaningful, timely comments to the online discussions.

Flexibility
Flexibility is built into online courses. You can log on when it is convenient for you, but there are some things to consider:
- Although online courses are asynchronous (students are not online at the same time), there are deadlines.
- You are responsible for acquiring the assigned reading materials.
- You will need to contribute to discussions and reply to other students' comments.
- You will need to submit assignments on time.

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Capstone Practicum for Registered Nurses (CNP 519)

Capstone Practicum Basics
- You are required to complete one capstone practicum (clinical) course
- Course title: CNP 519 Capstone Practicum for Registered Nurses, 3 credits
- Prerequisite(s): Complete all other courses in the BSN@Home nursing series. You may take one core class in conjunction with CNP 519.
- Offered in fall and spring terms only. No summer term offerings.
- One semester prior you will get emails about planning, compliance and on-boarding for your clinical
- As your term of clinical approaches you will be connected with the course professor to discuss the clinical site(s) you are considering. You should consider experiences that will meet your interests and professional goals. Individualized goals and objectives are developed through these discussions with the course professor.

CNP 519 Course Description
This capstone course combines seminar and clinical practicum hours that enable Associate Degree Registered Nurses to complete their baccalaureate degree. This course will synthesize professional nursing knowledge in a variety of practice settings. Sites may include hospitals, clinics, long-term care (LTC) and community-based settings, or in policy and health care systems. Students will expand skills sets by exposure to best practices in a clinical setting of choice. The practicum enriches the integration of knowledge from current and past academic and clinical learning experiences.

Capstone Practicum Credit Load
CNP 519 is a 3 credit courses. You will be engaged in coursework for 135 hours spread out over the 15-week semester. You will spend a minimum of 60 of those 135 hours working with a preceptor. The remainder of the course will be spent doing online coursework. There is one mandatory face-to-face meeting for clinical students at the start of the semester.

Capstone Practicum Site Selection
You are expected to arrange the clinical portion of this course through your employer or another contact in the community. The practicum cannot be completed in the same nursing role where you are currently employed. You may complete practicum hours in a different role in the organization or unit where you are employed. Your preceptor is required to hold a BSN degree and be willing to facilitate your learning in the clinical site.

You may work with a preceptor in a **non-direct clinical care** in an acute care setting. Some suggestions for this type of experience include but are not limited to:
- working with a clinical nurse specialist or nurse educator on a specific project
- assisting in health promotion or workplace wellness initiatives within an agency
- participating in staff education with a clinical nurse specialist or nurse educator
- assisting with quality improvement work within an agency

You may also consider doing **direct clinical care** in any of the following sites:
- working with a public health nurse in a community nursing center or community health center
- working with a nurse in a school, child care, senior care, or urgent care setting
- working with a diabetic nurse educator, WOC (certified wound, ostomy, continence nurse), infection control nurse, etc.
- working in a general clinic setting, specialty care clinic, free clinic or urgent care center

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Capstone Practicum Health Documentation Compliance Requirement

As a BSN@Home student, you are exempt from the UW-Madison School of Nursing Compliance Policy until the term during which you will enroll in the Capstone Practicum. Once you have been identified as eligible to enroll in CNP 519, you will receive information on the compliance requirements and must satisfy all requirements by the stated deadline prior to the start of the course. In addition, your practicum site(s) may have additional health compliance documentation requirements.

BSN@Home Resources & Support

BSN@Home Course Technical Support

Technical support for most BSN@Home courses is provided by the UW-Extension's Continuing Education, Outreach and E-Learning (CEOEL) unit. If you are enrolled in a course that is offered directly by one of the home institutions (example: BSN@Home elective Cross Cultural Health is taught directly through UW-Eau Claire), then you can and should receive technical support for those courses through the campus offering the class.

Faculty Contacts

BSN@Home core course professors are based at six different UW campuses. Current professor emails and phone numbers are listed on the faculty contact section of the BSN@Home website. CNP 306 (first course) and CNP 519 (last course) are courses that are exclusive to UW-Madison. The current instructors are: CNP 306: David Dwyer, Clinical Assistant Professor and CNP 519: Cathy Andrews, Clinical Professor

Academic Advising

Academic advising is provided by professional academic advisors in the UW-Madison School of Nursing Academic Affairs office. Currently the BSN@Home academic advisor is Kelli Richards. BSN@Home students are exempt from the campus-wide SOAR program. An abbreviated orientation happens during the first class meeting of CNP 306. You will receive personalized advising materials describing the requirements remaining to earn the BS-Nursing degree. After orientation, advising is available in-person, via phone and by email.

Library Resources

Ebling Library is the primary resource library for the UW-Madison School of Nursing. Their interlibrary loan services provides UW-Madison students free electronic delivery of journal articles and book chapters. UW students living outside of Dane County can request books and materials and have them mailed directly to a non-Dane County home or office address. UW-Madison nursing students may work directly with Mary Hitchcock, an expert librarian who is trained to provide research assistance in all areas of biomedical and health sciences. You can meet with Mary at Ebling Library. Services are also offered by phone, email or chat.

School of Nursing Student Site

The UW-Madison School of Nursing Student Site is a website designed for UW-Madison nursing students. It includes up-to-date information about academic advising, school policies and procedures, career services, scholarship opportunities, events and announcements, and more.

Career Services

The School of Nursing Career Specialist can work with UW-Madison BSN@Home students during and after their tenure at UW-Madison. They can assist you with review of your resume and cover letter, as well as respond to job search and career related questions. The School of Nursing Student Site provides helpful career planning links.

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Completing Non-Nursing Classes Elsewhere

Course Selection Guidelines

Outstanding degree requirements are outlined on your UW-Madison Degree Audit Report (DARS). To select appropriate courses use the UW-System's Credit Transfer Wizards. Common schools for completing courses include Madison College, and UW-Independent Learning. You may complete them anywhere that would transfer to UW. **UW Colleges Online has merged with the 2 year branch campuses, so to take those courses, you must apply as a special student through the 2 year campuses (ex: UW Rock County).

Tuition, Financial Aid & Scholarships

Cost

The cost to complete your BSN will vary, depending on your home campus and the number of credits you need to graduate. The Choose a Campus section of the statewide BSN@Home website shows that BSN@Home nursing courses currently cost $452 per credit. Campus-specific classes (CNP 306 and CNP 519) are charged the UW-Madison campus tuition rate (currently $495.05 per credit). Other costs to get started with BSN completion include a UW System application fee ($60) when you apply, and textbook costs. Textbook costs vary by semester but average about $125.00 per course.

Financial Aid & Nursing Scholarship Opportunities

Students who hope to qualify for financial aid funding through the UW-Madison Office of Student Financial Aid must be enrolled in at least 6 credit hours in fall and spring terms. Summer aid availability fluctuates. All questions related to financial aid should be directed to Financial Aid counselors in the Office of Student Financial Aid. The School of Nursing annually awards over $400,000 in scholarships to undergraduate students. Students apply for all School of Nursing scholarships by filling out just one application. Scholarships are awarded for one academic year, therefore students must submit a scholarship application each year. Students who wish to have financial need considered as part of their criteria are highly encouraged to complete the Free Application for Federal Student Aid (FAFSA). The on-line application for current nursing students is usually available between mid-January and late March. Late or incomplete applications will not be accepted. Contact the School of Nursing Scholarship Office, if you have additional questions: scholarship@son.wisc.edu

Graduation & Beyond

Apply to Graduate & Important Deadlines

To apply to graduate, all BSN@Home students must follow these two steps:

Step 1: Apply to Graduate – Notify the School of Nursing
Notify your advisor about your intent to graduate. Each semester advisors track readiness for graduation, however it is your responsibility to notify us about the timing of your degree-completion.

Step 2: Apply to Graduate – Notify the University
Following the same deadlines, submit an online application to graduate via your Student Center in MyUW. Instructions on applying for graduation are on the Registrar's Office. You must indicate the term (semester and year) in which you will be completing all requirements. You should also indicate whether you plan to attend a commencement ceremony.

Graduation Ceremonies

There are two distinct ceremonies that a BSN@Home student could opt to attend:

	Frequency	Location	Details
University Commencement	2 times per year: Spring/May and Winter/December	*Spring/May:* Camp Randall	Provides the experience of a Big Ten university ceremony. Cap & Gown are required.

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		Winter/Dec: Kohl Center	
School of Nursing Convocation	1 time per year: Spring/May only	Typically at Memorial Union	Provides the experience of a smaller, nursing-centric ceremony. Cap & Gown are optional. Business attire is acceptable.

Degree-Posting & Diploma-Timing

When	What
~4 weeks after the Official Graduation Date	School of Nursing verifies that all degree requirements are successfully completed and posted to the UW-Madison record. Names of graduates are emailed to the Registrar's Office.
~1-2 days after receiving graduates' names from the School of Nursing	The Registrar's Office will post the B.S.-Nursing degree to your UW-Madison official transcript. All degrees are back-dated to the Official Graduation Date for the term.
~8 weeks after the degree is posted to official Madison transcript	Diplomas are mailed to home address. You can review and edit your home address via your Student Center in MyUW.

Last Credits Elsewhere & Transferring Credits to UW-Madison Record

If you have final coursework in progress elsewhere:

- The course or exam must be graded by the graduation date listed on the UW-Madison Academic Calendar.
- Once the courses or exams or graded, you must have an official transcript sent to the UW-Madison Office of Admissions and Recruitment.
- Degree certification happens after transcripts have been received and credits have been posted to your UW-Madison record.

School of Nursing Academic Policies

Email Policy: WiscMail

You are responsible for activating your NetID and your @wisc.edu email (WiscMail) account. Your email is available through your MyUW portal. All students must activate and use their @wisc.edu email address for university-related and BSN@Home course correspondence.

Your @wisc.edu email address is where you can expect to find:

- All advising-related emails from the UW-Madison School of Nursing Notifications about the BSN@Home Course Commitment Form open-dates
- BSN@Home Course Confirmation Letters and Welcome Emails
- All emails from BSN@Home course professors

Your @wisc.edu email address is what you should use when writing to:

- UW-Madison staff and faculty
- UW-Madison student service departments (example: Office of Student Financial Aid)
- BSN@Home course professors

Students are responsible for all information sent to them via their university assigned email account. If a student chooses to forward their university email account, he or she is responsible for all information, including attachments, sent to any other email account.This updated policy is to align School of Nursing students with the UW-Madison Email Address Requirements and to assure the privacy of student information under the Federal Educational Rights and Privacy Act (FERPA).

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Course Add/Drop Deadlines

You must add courses to your UW-Madison schedule by stated deadlines to avoid late-add fees.

Before you decide to drop a course, there are various UW-Madison drop deadline consequences to consider. Each semester there is a:
- Last day to drop courses or withdraw without a DR (drop) or W (withdraw) grade notation on your UW-Madison transcript
- Last day to drop courses for a 100% tuition adjustment
- Last day to drop courses for a 50% tuition adjustment
- Last day to drop courses for the term

Withdrawal

Withdrawal happens when you drop all courses in any given term. Speak with your academic advisor before choosing this path. Failing to withdrawal from courses that you do not intend to complete will result in a recording of failure (F grade). You may withdraw from a term without grades being recorded during the first 12 weeks of a semester. After the twelfth week, a student may withdraw only with the permission of the Academic Programs Office. Withdrawal deadlines vary in summer terms.

Incompletes

An incomplete may be reported if you have carried a class with a passing grade until near the end of the semester and then, because of illness or other unusual and substantiated cause beyond your control, you're unable to take or complete the final exam or some limited amount of term work. In the absence of substantiated cause, a grade of F will be assigned. Even with such proof, if the student's work has convinced the instructor that they cannot pass the course, the grade shall be F. Any Incomplete must be completed by the end of your next semester of enrollment (specifically, by the last day of classes), excluding summer sessions. If the work is not completed by this deadline, the Incomplete will lapse into a grade of F unless the time limit has been extended in writing by the Academic Programs Office.

Academic Action: GPA Progression Requirements

You are expected to maintain at least a 2.5 GPA on all work carried, whether passed or not, in each semester or summer session. Students who maintain this average are considered in good academic standing. Failure to earn this minimum GPA will result in the academic action of warning, probation, or dropped (academically dismissed). Students must be in good academic standing in order to be eligible for graduation. Any student on academic action will automatically be cleared of action status when the semester GPA is 2.5 or above and the cumulative GPA is 2.5 or above and the nursing cumulative GPA is at least 2.5 or above. End-of-semester academic actions are taken as follows:

If not on warning and a student:
- Earns a GPA in a semester or summer session of 1.75–2.49 = warning
- Earns a GPA in a semester or summer session of less than 1.75 = probation

If on warning and a student:
- Earns a GPA in a semester or summer session of 1.75–2.49 = probation
- Earns a GPA in a semester or summer session of less than 1.75 = dropped from the program

If on probation and a student:
- Earns a GPA in a semester or summer session of 2.5 or above but cumulative GPA remains under 2.5 = continued probation
- Earns a GPA in a semester or summer session of less than 2.5 or a nursing cumulative GPA below 2.5= dropped from the program

In addition to these academic actions, students are placed on probation if they:
- Earn a grade of F or N (no credit) in any nursing course, and/or
- Earn a nursing cumulative GPA below 2.5

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Academic Integrity

You are required to uphold the core values of academic integrity, which include honesty, trust, fairness, respect, and responsibility. The consequences of academic dishonesty are serious and include academic and disciplinary sanctions. Learn more at students.wisc.edu/doso/acadintegrity

English as a Second Language (ESL)

Non-native English speakers admitted to the BSN@Home program may be required to complete the ESLAT exam and ESL coursework to satisfy the Comm A GER requirement. The Office of Admissions and Recruitment determines which undergraduates must complete the ESLAT exam.

Petition for Special Consideration

The School of Nursing's Petition for Special Consideration form is for students who request an exception to any of the school's policies and procedures. You may attach a typed explanation of your request if there is not enough space on the petition form itself.

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