Welcome to the College of Nursing! You have made an important decision to return to school to obtain your Bachelor of Science in Nursing. Please review the following checklist to ensure that you have completed everything you will need to start the program.

**Required Forms**

☐ Email or fax required forms to the College of Nursing by the **Acceptance Paperwork Deadline**. Go to: https://rnbsnonline.unm.edu/programs/rn-to-bsn_calendar.aspx.
  - RNBSN Acceptance
  - Memorandum of Understanding (MOU)
  - Consent and Release for Right of Publicity

  Fax to: 505-272-3970
  Email to: HSC-CON-StudentServices@salud.unm.edu

**UNM New Student Orientation**

☐ Complete the UNM online RN to BSN student orientation. Please note that there is a $25 fee for the RNBSN online orientation. Go to: https://secure.vzorientation.com/unm/default.aspx

**LoboTrax Degree Audit**

☐ Please view your Lobo Trax Degree Audit. Familiarize yourself with your degree audit. Go to: http://admissions.unm.edu/future-students/transfer/lobotrax-audit.html

**RNBSN Curriculum and General Education Requirements**

☐ Review the RN to BSN Curriculum and General Education Requirements. Go to: https://rnbsnonline.unm.edu/programs/rn-to-bsn.aspx

**CON Undergraduate Student Handbook**

☐ Review RN to BSN Completion Option. Go to: https://app.box.com/s/vbsxe5179dcasp9xh79dkr1j69nmxi2b

**Advisement Appointment**

☐ Schedule an appointment with your Advisor. It is your responsibility to reach out to a CON Advisor if you do not understand degree requirements and/or university policies and procedures. Go to: https://booknow.appointment-plus.com/3v655pee/

**RN to BSN Semester Deadline Dates**
Information Technology New Student Orientation Document

- View the New Student Orientation document. Go to: https://hsc.unm.edu/college-of-nursing/about/support-resources/index.html

Update your preferred UNM email and contact information

- Per FERPA regulations, your preferred email address must be your Salud email address.
  - Log into http://my.unm.edu/home
  - Click on “Student” tab.
  - Click on “Enter LoboWeb”
  - Click on “Personal Information”
  - Click on “View/Update My Addresses & Directory Info”

RN License Requirement

- If your RN license was pending at the time of admission email the Program/Clinical Coordinator, Annette Creasman (acreasman@salud.unm.edu) with your RN license number and state. Recent graduates must obtain their RN license with 14 weeks of acceptance.

Professional Documentation, required to take Nursing 410

- Return UNM’s Learning Central Modules to the Program/Clinical Coordinator, Annette Creasman. For training module names and any questions, please e-mail acreasman@salud.unm.edu. **N410 Foundations of Leading Change and Advancing Health** is the final nursing course in your program of study and should be taken the semester that you graduate. It is a combination clinical (2 credit) and didactic (1 credit). The focus of the clinical content is to develop a quality improvement project proposal. To successfully complete a meaningful project proposal, you will collaborate with your current work unit/environment. You will complete 3-4 key informant interviews, and at the end of the course, present your project proposal poster to your manager/director and other key stakeholders. If you are not currently working as a nurse, it is your responsibility to find an appropriate unit/work environment willing to collaborate with you on this project proposal. Please be sure you can meet this requirement before registering for N410.

Academic Support

- If you need additional academic support with your RN to BSN courses, please contact Sarah Patel at spatel15@salud.unm.edu or Heidi Orehek at Orehek@salud.unm.edu

Other Resources

- View Common UNM Links
  - Schedule of Classes: http://schedule.unm.edu/
  - UNM FastInfo: https://fastinfo.unm.edu/prod/

Other Requirement

- If you were in progress with courses at the time of admission send all final official transcripts to UNM Admissions after grades have been posted.

Last updated 11/22/19
All transcripts should be mailed to:

_The University of New Mexico_
_Office of Admissions_
.PO Box 4895
_Albuquerque, NM 87196-4895_

Official electronic transcripts can be sent to the following email address: _apply@unm.edu_