Patricia A. Chin School of Nursing

Pre-Nursing

Student Handbook



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Compiled by the Faculty of the Patricia A. Chin School of Nursing

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Introduction

Purpose

The information in this handbook supplements that given in the *University Catalog*, Schedule of Classes, and the Golden Eagle Handbook. It is provided to facilitate pre-nursing students' progress through meeting the requirements and applying to the undergraduate nursing program.

Rongxiang Xu College of Health and Human Services

The Rongxiang Xu College of Health and Human Services (HHS) is committed to educating and preparing human service professionals to become innovative practitioners and leaders. We stand by our motto: "Students first, students second, and students third."

HHS Programs

There are eight schools and departments that include

- Patricia A. Chin School of Nursing
- Department of Public Health
- Department of Communication Disorders
- School of Kinesiology
- Department of Nutrition and Food Science
- School of Criminal Justice and Criminalistics
- Department of Child and Family Studies
- School of Social Work

Available academic programs are specified in the University Catalog.

School Programs and Organization

The Patricia A. Chin School of Nursing (PACSON) is a School within the Rongxiang Xu College of Health and Human Services (CHHS). The PACSON Administrative Office is located in Salazar Hall, Room 90. The general phone number for the school is (323) 343-4700. Faculty offices are on the fourth floor of the Simpson Tower. Students may make academic advisement appointments in the Xu CHHS Advising Office located in Fine Arts 235 by accessing the online appointment schedule on the Xu CHHS Advising Office Website http://www.calstatela.edu/hhs/ac under "Students – Book an appointment."

Accreditation

The nursing program is approved by the California Board of Registered Nursing https://www.rn.ca.gov and accredited nationally by The Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 463-6930, http://www.aacnnursing.org

Programs Offered

The PACSON offers the following Bachelor of Science in Nursing degree programs for the:

- Traditional (generic) BSN student
- Second-degree student (Accelerated BSN)

Organization of the PACSON

The Patricia A. Chin School of Nursing (PACSON) is led by a Director, Associate Director, and faculty program coordinators for undergraduate and graduate programs. For any questions or concerns, the Student Services Coordinator (staff) is the primary point of contact. They will guide you to the appropriate resources or individuals within the school. Contact information can be found on the PACSON website https://www.calstatela.edu/hhs/nursing

PACSON Mission Statement, Philosophy, and Vision

Mission Statement

The Patricia A. Chin School of Nursing transforms lives and fosters healthy, thriving communities across greater Los Angeles, Southern California, and the nation by cultivating and amplifying our students' unique talents, diverse life experiences, and intellect. Through engaged teaching, learning, scholarship, research, and public service the faculty, advisors, and staff support students' overall success, well-being, and the greater good for the populations we serve.

Philosophy

The Patricia A. Chin School of Nursing recognizes that nursing holds a distinctive and trusted position in health care. With this prominence comes a responsibility to improve the human condition in a diverse society. The concept of person, health, environment, and nursing therapeutics provides the synergism that defines the art and science of the nursing discipline and shapes health policy. We mindfully seek to improve the dynamic influence of social determinants of health, acknowledge human differences, and recognize implicit bias and reject stereotypes in order to provide safe and culturally sensitive care. We endeavor to create a learning environment that promotes diversity, equity, and inclusiveness, valuing the individual differences of students' learning styles, challenges, and support systems. We believe that improvement in health care will be facilitated through collaborative efforts with patients, family and community, and multidisciplinary health professionals to improve clinical judgment, patient outcomes, scholarship, and research.

Vision

The Patricia A. Chin School of Nursing will be internationally recognized as the premier comprehensive program in greater Los Angeles offering baccalaureate, masters, post-masters, and Doctor of Nursing practice degree (*anticipate offering in Fall 2025*) and certificate programs. We push boundaries and prepare graduates to be innovative leaders in their professional and civic lives. Faculty, students, and graduates will improve delivery of healthcare for the public good through partnerships that are inclusive of our local, regional, and global communities.

Goals of the Pre-Nursing Program

The primary goals of the Pre-nursing program are:

1. The preparation of potential nursing major students or health-related major students who collaborate with other members of the health care team.
2. The roadmap for pre-nursing students is designed to stimulate self-directed study, creative expression, and understanding of self and others. Critical thinking, the synthesis and application of concepts drawn from the liberal arts, humanities, natural and social sciences, and personal and professional accountability are stressed in the nursing program.

Roadmap of Required Pre-requisites

1. All pre-nursing students must follow the roadmap. This is a strict guideline; any attempt to deviate from this course sequence is not permitted.
2. Drop or withdrawal of any pre-requisite course(s) is not recommended.

https://www.calstatela.edu/sites/default/files/Roadmap%20PreNursing%202024.pdf

Complete by the end of the first Fall Semester:

- BIOL 2030: Human Anatomy with Lab (meets GE B2)
- CHEM 1010: Fundamentals of Chemistry with Lab (meets GE B1)
- GE A2: Written Communication
- MATH/EDFN 1092: Quantitative Reasoning with Statistics (meets GE B4)

Complete by the end of the first Spring Semester:

- BIOL 2040: Physiology with Lab (meets GE B2)
- GE A1: Oral Communication
- GE A3: Critical Thinking
- MICR 2010/2020: Microbiology for Health Related Sciences with Lab (meets GE B2)

University Publications

Information about admission requirements, registration, courses of study, student activities, and government is available in several university publications. All or part of these publications are available via the Cal State LA website www.calstatela.edu.

University Catalog

The *University Catalog* http://ecatalog.calstatela.edu/index.php contains official policies and regulations about admission, fees, refund policies, student services, policies, and procedures for graduation. The requirements for undergraduate, graduate, and certificate programs and descriptions of all university courses with their pre- and co-requisites are included. Familiarity with university rules and regulations published in the catalog is the responsibility of the student.

PACSON Pre-Nursing Student Handbook

It is the responsibility of each student to have access to a hard or electronic copy of the current student handbook. Handbooks can be accessed on the PACSON website: https://www.calstatela.edu/hhs/nursing/student-handbooks

Schedule of Classes Online

The University Scheduling Office coordinates the publication of the Schedule of Classes. Course offerings and a calendar of important dates for the specific semester may be found on their website https://www.calstatela.edu/registrar/schedule-classes. Pre nursing students must check for the most recent changes prior to GET registration and before each semester begins.

Golden Eagle Handbook

The Golden Eagle Handbook is for all students at the university. It contains information about academic policies and procedures, basic survival needs, and opportunities for involvement in campus life. This publication is available in print and via the Cal State LA web site: http://www.calstatela.edu/studentservices/golden-eagle-handbook.

General Academic Information

Registration & Enrollment

General university registration and enrollment information is found via the Cal State LA web site: https://www.calstatela.edu/registrar/registration-enrollment

Adding/Dropping Courses

It is the student's responsibility to follow the roadmap and register appropriately. It is important for the student to validate that this has been done, because students are ultimately

responsible if they are inappropriately registered. Listing of dates and deadline for adds/drops are listed on the University Scheduling Office website:
https://www.calstatela.edu/registrar/schedule-classes
**Please note that you need to contact the advisor before you drop any course*

Academic Advisement

The purposes of academic advisement are:

- to assist students to maximize the benefits of their educational experience by providing guidance in the selection of curricular programs and courses;
- to help students become familiar with career opportunities directly and indirectly related to their academic interests and professional ambitions;
- to acquaint students with campus resources and services, including how these can help meet their educational and personal needs and aspirations;
- to encourage students to develop the independence and personal skills necessary to make informed judgments about their educational objectives, careers; and choices;
- to use campus support systems and other opportunities available on or through the campus.

Academic Advisement for Pre-Nursing Students

Pre-nursing students at Cal State LA are seen for both initial and ongoing advisement at the Rongxiang Xu College of Health & Human Services Advising Center located in the Fine Arts Building room 235 by a Professional Advisor. Students may make academic advisement appointments with a Professional Advisor by accessing the online appointment schedule on the Xu CHHS Website http://www.calstatela.edu/hhs/ac or by calling (323) 343-5500.

Expectations of Students

1. Meet with a student mentor whenever you have a question.
2. Prepare for your advisement session with a Professional Advisor at the Xu HHS Advisement Center to make your time more productive.
    a. If you have questions about general education requirements or general education course selection, bring a list of questions or courses you are interested in taking.
    b. If you are meeting with an advisor to talk about university policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog or on the web at www.calstatela.edu.
    c. Be prepared to clearly explain the reason for your appointment; e.g., course requirements, graduation checks, course substitutions, etc.
3. Be familiar with your Campus Academic Advisement Report (CAAR), your unofficial transcripts, and your Degree Planner located in the Student Center in GET.
4. Be aware of PACSON & University Deadlines.

5. Understand the PACSON application process and requirements. Additional information may be found at https://www.calstatela.edu/hhs/nursing/bsn-traditional-program
6. Keep copies of all documents you submit to different departments

Expected Student Learning Outcomes

1. Students will be responsible for their own academic, personal and professional success. If academic guidance is needed, schedule an appointment with your professional advisor.
2. Students will demonstrate awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.

Key Considerations for Academic Success

1. Go to class every day and get to know your professors.
2. Understand the policies, procedures, and academic and financial impact of dropping classes within or beyond the no record drop period.
3. Plan and devote enough study time to do as well as you can in your classes.
4. Have good study habits and get academic assistance early if needed.
5. Always confirm information given by fellow students with a professional advisor or student mentor before incorporating it into your academic plan.
6. Track courses by utilizing GET Academic Advisement Report and the PACSON Roadmap.
7. If you have personal circumstances that make it difficult to ensure your academic success, please notify your professional advisor for assistance. The earlier you seek assistance; the earlier adjustments will be considered for your academic progress.

Progression to the Nursing Major

Pre-Nursing Course Sequence

The Pre-Nursing program is one of the most academically rigorous programs in the university due to the two initial semesters, which include multiple challenging math and science courses. The intensive coursework in the first two semesters challenges students to determine if they have the necessary aptitude for nursing school.

The Pre-Nursing roadmap lists the order and semester in which courses should be taken based on the semester in which the student is admitted. The student should complete each course with a B or higher. The BSN program has a strict “no retake” policy for the eight required prerequisite courses. Each student is provided with this roadmap during initial advisement or orientation.

Applicants to the Nursing major are screened competitively based on the following indicators: • Test of Essential Academic Skills exam score (TEAS) • Cumulative & Pre-requisite GPA (3.25 minimum to apply, 3.60 is considered competitive) • Volunteer or work experience in healthcare (>100 hours strongly recommended). TEAS Scores: All four categories (Reading, Math, Science, English) must score 70 or higher (80+ considered competitive) within two years

of the application deadline, and there is no limit on how many times an applicant can take the TEAS exam.

All pre-requisites including other admission requirements such as the TEAS exam and service hours, are mandatory and must be completed within the first two semesters of pre-nursing program. *Prerequisites cannot be taken out of sequence, nor can they be withdrawn.*

Students are required to progress through the courses in the specified order on the roadmap. Students that do not take the courses as scripted on the roadmap will not be allowed to continue in the Pre-Nursing program and be referred to their assigned professional advisor to change their major.

It is recommended that all new students meet with a professional advisor during the first semester of their pre-nursing program for academic program planning related to general education requirements and other non-nursing course questions.

The Pre-Nursing roadmap, is located on the Patricia A. Chin School of Nursing website: https://www.calstatela.edu/hhs/nursing/bsn-traditional-program

Petitions

General Academic Petition for Undergraduate Requirements

The General Academic Petition for Undergraduate Requirements is available at http://www.calstatela.edu/undergraduatestudies/undergraduate-studies-forms. This petition is used to request a waiver of requirements not related to the nursing major, e.g., general education or science courses. Petitions are submitted to the Director of PACSON for review and signature. It is the student's responsibility to meet the advisor to discuss the petition first and to submit supporting documents along with the form. It is also the student's responsibility to deliver to the appropriate school/department for consideration. A copy of the petition with the committee's decision is mailed or emailed to the student and to the PACSON. This process usually takes 4 to 6 weeks.

Petition to Exceed Usual Study Load: "Excess Unit Petition"

Students who wish to take more than 18 units must submit an Excess Unit Petition and have it approved by the Advisor prior to registration. Forms are available at https://www.calstatela.edu/hhs/ac/additional-undergraduate-forms and are processed in the Xu CHHS Advising Center, FA 235.

Petition for PACSON Requirements

A petition form is available for download on the PACSON website. Petitions should be submitted to schoolofnursing@calstatela.edu as directed. Once acted upon, the student will be notified, and a copy of the petition, along with the final decision letter from the Director of the School of Nursing, will be emailed to the student.

1. *Attempt to Drop a Course* - Due to academic difficulty and overwhelming course demands, a student may experience challenges with a particular course subject matter.

Please talk to your advisor first to explore available student resources to support your studies, including tutoring, CAPS, ADA, etc. We do not recommend dropping any course, as this will place you in off-sequence status and may prevent you from submitting an application to the nursing program.

2. *Considering Withdrawal of All Courses* - If you are facing extenuating circumstances, including medical, personal, or family issues, that require you to drop all courses to take a semester off, you may submit an Appeal form along with the Withdrawal form and supporting documents to explain your situation. Your case will be reviewed, and recommendations will be provided.
3. *Already off-Sequence Status* - If you are already in off-sequence status (not following the roadmap), you must submit the Appeal Form along with the supporting documents before applying to the nursing program.

Other Petitions

Generally, the attempt to be off sequence or withdrawal of any pre-requisites from the roadmap is not allowed. The pre-nursing students must complete all required courses during the first year. Each petition is evaluated on the merits of the student's particular need and the educational soundness of the request.

Follow-up Advising

The student is responsible for requesting a follow-up advising meeting with the advisor to discuss returning to the pre-nursing; to review the eligibility to apply for nursing; or switch the major.

Dealing with Academic Difficulty

Probation

If the cumulative Cal State LA GPA falls below a grade of "C" (2.0), a student is placed on academic probation, meaning that there is a grade point deficiency. The Xu CHHS Advisement and Outreach Center will contact such students and offer guidance and support through workshops and individual counseling.

Disqualification

Students who do not improve their grades after being placed on probation will ultimately be disqualified. Disqualification occurs when a specific number of deficiency points are accumulated, depending on the student's class level. Most students who are disqualified are eligible for immediate reinstatement. First time reinstatements to the university are initiated in the Xu CHHS Advisement and Outreach Center. The Xu CHHS Professional Advisor will consult with PACSON as necessary. The Dean of the Xu College of Health and Human Services must approve petitions for reinstatement. Once approved, the form must be submitted to the Records Office before the end of the third week of the semester following disqualification.

All students with a nursing major on academic probation and those who have been disqualified must meet with the Undergraduate Programs coordinator. Reinstatement to the University does not necessarily include reinstatement in the nursing program.

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Visit website for more information:
https://www.calstatela.edu/admissions/readmission-petition-undergraduates

Support Services

Pre-Nursing Committee

The Patricia A. Chin School of Nursing (PACSON) Pre-Nursing Committee is dedicated to pre-nursing students' success at California State University, Los Angeles. Their mission is to provide guidance, mentorship, networking, and collaboration opportunities in a welcoming and safe environment for all pre-nursing students.

Student Mentors

Designed to provide CSULA pre-nursing students with guidance, support, and the opportunity to engage with current nursing students

University Tutorial Assistance

The Center for Academic Success, Library Palmer Wing South, room 1039 provides support in the form of study and test-taking skills workshops as well as tutoring in specific general education courses. Students using tutorial services pay no fee, as the tutors are paid by the university. http://www.calstatela.edu/academic-success

Child Care

The Anna Bing Arnold Children's Center provides quality childcare for the children of Cal State LA students, faculty, and staff. The Center operates on a year-round basis except for holiday closures and seven teacher-in-service days per year. The Center observes all University holidays and additionally closes for two weeks in December. A calendar of events and closures is provided for parents every quarter. Children are admitted to the program at the beginning of each semester. Space is limited, so early application is encouraged. The center is located across the street from the northwest corner of the University. http://calstatela.edu/abacc

Career Development Center

Counselors are available to assist with resume preparation, job interview skills, and job search strategies. The Career Development Center is located just north of the Student Health Center. Please visit the center for more information or call (323) 343-3237.
http://www.calstatela.edu/univ/cdc

Financial Aid, Scholarships, and Grants

University Scholarships and Financial Aid

In order to be considered for nursing grants, loans, scholarships, and other financial aid programs, distributed from university donors and implemented within the Cal State LA system, the following process must be followed:

1. Go to the Center for Student Financial Aid, located at Student Affairs Building, 124.
2. Apply for financial assistance, submitting a Free Application for Federal Student Aid (FAFSA) to the Department of Education processing center. The priority deadline is March 2nd of each calendar year. Students must re-apply for financial aid every academic year. Students may apply on-line at http://www.fafsa.ed.gov/index.htm or obtain a paper form at the Center for Student Financial Aid.
3. Once approved for financial assistance, apply/file a General Scholarship Application. This is necessary to complete if you wish to apply for university nursing scholarships. The deadline for continuing students is in April, and monies are awarded for the upcoming fall semester. You will need to include one letter of recommendation (there is a recommendation form to be completed with a written letter of recommendation to be attached). Most undergraduate university nursing scholarship opportunities require a 3.0 GPA.
4. Send the completed application, letter of recommendation, and form to the Center for Student Financial Aid.
5. Check criteria and up-to-date nursing scholarship listings at http://www.calstatela.edu/financialaid/scholarships
6. Scholarship awards may be based on academic achievement, specific nursing program, level, campus, and/or community participation, financial need, gender, or ethnic affiliation, or a variety of other purposes.

Information Resources

Students are responsible for being aware of the latest policies, course changes, and related vital information communicated through the Student Handbook, the University website, the Nursing website, the college advisement center, or their assigned professional advisor.

MyCalStateLA ID Account

The key to obtaining access to computer software applications, library searches, full text retrieval of current publications, and electronic mail, as well as all the resources of the Internet is the MyCalStateLA ID Account. With a MyCalStateLA ID account, students will be able to take advantage of the extensive computer network connecting the university.

You will need a MyCalStateLA ID account in order to use any of the computer labs on campus. How to apply: Go to https://id.calstatela.edu. Input your full name, birth month and date, and CIN number to get an account. You will then receive a user ID and password, a Cal State LA email account, and access to GET.

Campus Computer Labs

Open access computer lab availability may be found at
http://www.calstatela.edu/its/oal/hours.php

University Golden Eagle Territory (GET) System

See the Schedule of Classes for information about the University GET System and web site:
www.calstatela.edu/registrar/get

Student Activities

Students are eligible to participate in the many student activities available on campus. There is an extensive array of clubs, interest groups, councils, and committees for student life. Interested students should contact the University Student Union at https://www.calstatelausu.org/.

Student Government

By being enrolled at Cal State LA, all students belong to the Associated Students Inc. (ASI), and may wish to become involved in its activities. More information is available at https://asicalstatela.org/.

Student Nurses Association (SNA)

The CSULA Student Nurses Association is a community of nursing students who are dedicated to providing support, resources, and opportunities for professional growth. As a member of SNA, students have access to a network of like-minded individuals who are passionate about nursing and committed to making a difference in the healthcare industry. They organize events, workshops, and social gatherings to help enhance skills and connect with other nursing students. More information is available at https://csulasna.wixsite.com/csula-sna

Cal State LA Policy for Students Suspected of Substance Abuse

In accord with the Drug-Free Schools and Communities section of the Higher Education Act of 1965, as amended, California State University, Los Angeles, provides the notification to students regarding standards of conduct, legal sanctions regarding illegal drugs and alcohol, health risks, and counseling and medical assistance.

State law (Section 41301, of Title 5, California Code of Regulations) allows the University to take disciplinary action up to and including suspension or expulsion, against any student who sells or knowingly possesses any illegal drug while on campus property. University action may be taken whether or not independent action is taken by civil authorities. Conviction in a criminal court does not necessarily preclude University disciplinary action. University Administrative Procedure 19.

Use of Alcoholic Beverages on Campus, explains the restrictions beyond City and State laws that govern the possession and use of alcohol on campus. Alcoholic beverages may only be sold at

the approved catered events. Also, when a recognized student club sponsors an on-campus event, attendance is limited to members of that club and their guests. Organizations violating this policy may be subject to administrative action ranging from probation to removal of official recognition. Individuals who violate Procedure 19 are subject to disciplinary action up to and including suspension or expulsion.

Students found to be functioning in a clinical agency under the influence of drugs, alcohol, or other chemicals may be dismissed from the course, the PACSON, and the University. Furthermore, the abuse of drugs, alcohol, or other chemicals can prevent one from receiving licensure as a registered nurse or loss of licensure.

Faculty is to remove from the clinical area any student who appears to be functioning inappropriately due to suspected substance abuse. Dependent upon the degree and type of inappropriate behavior, the faculty member or designee will accompany the student to: 1) the University Health Center, or 2) the Emergency Room or Employee Health Center. The faculty member will then notify the PACSON Associate Director verbally or in writing citing the University Policy. The PACSON will request from the Student Health Center a written recommendation for action. The clinical agency may report the student to civil authorities and if licensed, the student may be considered for the State BRN diversion program.

Additional Student Conduct Policies at Cal State LA

The PACSON adheres to the campus-wide academic and non-academic grievance policies noted on the Student Conduct website http://www.calstatela.edu/studentconduct

Academic Honesty

The Patricia A. Chin School of Nursing adheres to the Cal State LA Campus Academic Honesty policy: http://www.calstatela.edu/academicsenate/handbook/ch5a.

Student Conduct

The Patricia A. Chin School of Nursing adheres to all campus policies in the Golden Eagle Handbook for Student Conduct: http://www.calstatela.edu/studentservices/golden-eagle-handbook.

Appendix A: Useful Web Sites

1. Cal State LA Home Page: http://www.calstatela.edu
2. GET (Golden Eagle Territory): https://get.calstatela.edu
3. Schedule of Classes: www.calstatela.edu/registrar/university-scheduling-office
4. Eagle Guide University Student Handbook: www.calstatela.edu/studentservices/golden-eagle-handbook
5. University Catalog: http://ecatalog.calstatela.edu/index.php
6. Center for Academic Success: www.calstatela.edu/academic-success
7. Testing Center: http://training.calstatela.edu/smartstart/testing-center
8. John F. Kennedy (JFK) Library: http://www.calstatela.edu/library
9. Financial Aid and Scholarships: www.calstatela.edu/financialaid/scholarships
10. Campus Directory: http://directory.calstatela.edu/#/search
11. Patricia A. Chin School of Nursing: www.calstatela.edu/hhs/nursing

Appendix B: Handbook Acknowledgement Form

CALIFORNIA STATE UNIVERSITY LOS ANGELES
SCHOOL OF NURSING
PRE-NURSING STUDENT HANDBOOK ACKNOWLEDGE FORM

I acknowledge that I am responsible for familiarizing myself with the Cal State LA School of Nursing Pre-Nursing Student Handbook and checking periodically for any updates. The Handbook can be found on a link that is on the School of Nursing Homepage: https://www.calstatela.edu/hhs/nursing

I understand that the School of Nursing is continually updating the handbook and has the right to do so without notice. It is understood that future changes in the handbook supersede or eliminate those outlined in this current handbook, and that students will be notified as soon as possible. I further acknowledge that any questions can be directed to their professional advisor or the Student Services Coordinator of the School of Nursing.

- ☐I commit to complete all pre-requisites, the TEAS exam, and service hours (service hours are not required but strongly recommended) during first two semesters of the pre-nursing program
- ☐I commit to meet my advisor regularly
- ☐I acknowledge that any deviation from the pre-nursing course sequence is not allowed
- ☐I acknowledge that any deviation from the pre-nursing roadmap may impact admission to the nursing major
- ☐I acknowledge that I must submit a nursing application during the first Fall semester of the pre-nursing program
- ☐I acknowledge that if I choose to submit and appeal for any of the requirements listed in this handbook, it will be considered once, and the decision rendered will be final and non-negotiable

This form is required to be completed and submitted to PACSON before the add deadline of your first Fall semester.

Printed Name: Click or tap here to enter text.

Student ID (CIN): Click or tap here to enter text.

Semester/year admitted to Cal State LA pre-nursing: FALL/Click or tap here to enter text.

Today's Date: Click or tap here to enter text.



SIGNATURE