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**In Orientation Folder**

A  Permission to Release of Information to Learning Center (please sign and turn in)
B  HIPPA Student Release Form (please fill in and turn in)
C  Statistical Information Sheet (please fill in and turn in)
D  Acknowledgement of Receipt of Student Handbook (please sign and turn in)
E  
California State University Long Beach  
Department of Nursing  
Bachelor of Science in Nursing Degree  

Basic Program (NRSGBS01)

The student enters with approximately 45 units of prerequisite natural and social sciences and general education courses completed during the freshman year.

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<td>N453 Adv. Nrsng in Maternal Child Health</td>
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<td>N454 Adv. Nrsng in Primary/Comm. Hlth Care</td>
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<td>Capstone Education</td>
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<td><strong>Totals:</strong></td>
<td><strong>16</strong></td>
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Total Units for BSN degree, Public Health Nursing Certificate: 135
National Student Nurses’ Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Policy on Nursing Admissions Regarding Essential Performance Standards

Background: The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. Schools of Nursing and State University systems, like other state and federally funded entities, are required to comply with the stipulations of the ADA. The ADA defines a qualified individual with a disability as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities.

Reasonable accommodation for students with disabilities either temporary or permanent will be considered on a case-by-case basis and in consultation with the office of Disabled Student Services, California State University, Long Beach where appropriate.

In compliance with the American Disabilities Act of 1990 and with the recommendation of the American Academy of Colleges of Nursing, the California State University of Long Beach Department of Nursing will institute the following health regulations and policies.

Health Regulations and Policies:

To enter into and to complete the nursing program, students must be able to meet the emotional and physical requirements for the essential performance standards listed below as required by the Department of Nursing. The Chair of the Nursing Department will have the authority to make the final determination regarding the physical fitness of a particular student to enter and/or continue in the program.

Emotional Requirements: The students must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

Physical Requirements: In order to participate in CSU, Long Beach’s Nursing Program, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements would be necessary to participate in the clinical application courses in nursing:

1. Strength: Students must have sufficient strength to lift, move and transfer patients; to restrain and carry children; to move and carry equipment; and to perform CPR which requires sufficient body weight and adequate lung expansion.

2. Mobility: Students must have sufficient mobility to bend, stoop, and bend down on the floor; must have sufficient combination of strength, dexterity, mobility and coordination to assist patients; and must have sufficient ability to move around rapidly and to move in small, confined areas.
3. Fine Motor Movements: Students must have sufficient fine motor skills necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write in charts; and to perform sterile procedures and other skilled procedures.

4. Speech: Students must have sufficient speaking abilities to speak clearly in order to communicate with staff, physicians, and patients and to be understood on the telephone.

5. Communication: Students must have sufficient communication skills to be able to communicate in both verbal and written formats such that students can communicate nursing actions; interpret client responses; initiate health teaching; document and understand nursing activities; and interact with clients, staff and faculty supervisors.

6. Vision: Students must have sufficient vision to make physical assessments of patients and equipment.

7. Hearing: Students must have sufficient hearing to hear on the telephone; to be able to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and to hear various overhead pages.

8. Touch: Students must have sufficient tactile abilities to palpate both superficially and deeply and to discriminate these tactile sensations.

9. General Health: Nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the Department of Nursing reduce this risk for nursing students, but do not eliminate it entirely. The following students need a physician’s note to participate in the program: students with impaired or deficient immune systems and students who are pregnant. Such students must have physician approval prior to participation in clinical courses, and must discuss their situation with the clinical instructor.

Approved 10/2003
Policy on the Health Insurance Portability and Accountability Act (HIPAA)

Background:

The Health Insurance Portability and Accountability Act (HIPAA) was instituted by Congress to amend the Internal Revenue Code of 1986 to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance and for other purposes.

Section 1177(a) OFFENSE: A person who knowingly and in violation of this part

1. uses or causes to be used, a unique health identifier;

2. obtains individually identifiable health information relating to an individual; or

3. discloses individually identifiable health information to another person.

is subject to punishment under the law.

Policy:

Due to the requirements of HIPAA and the need to maintain patient confidentiality, the following is the department policy. This will be included in all nursing department course syllabi and be the policy of the nursing department.

“HIPAA is in place to prevent wrongful disclosure of individually identifiable health information. This includes but is not limited to the following areas:

1. uses or causes to be used, a unique health identifier;

2. obtains individually identifiable health information relating to an individual; or

3. discloses individually identifiable health information to another person.

One incident of a nursing student breaching patient confidentiality under this law can be means for dismissal from the CSU, Long Beach Nursing Program.”
CAMPUS CIVILITY AND THE DISRUPTION OF LEARNING

INTRODUCTION
California State University, Long Beach takes seriously its tradition of maintaining civility and mutual respect among all members of the University community. These qualities are intrinsic to excellence in teaching and learning. They also contribute to the maintenance of a productive workplace and an overall positive campus climate. (from Policy Statement 0309.) Nevertheless it is possible that faculty or staff may experience behavior that is disruptive to the learning/workplace environment or even personally threatening. These disruptions may happen in a classroom, department, faculty or staff offices, or other areas on the campus. Disruptions might be caused by members of the campus community, but may also be caused by people who visit the campus or by children of students or personnel. Civility is the responsibility of everyone who participates on the CSULB campus. Student behavior is governed by University policies, including the CSULB Student Code of Conduct. However, in cases in which a student has caused a disruption to educational or administrative activities, faculty or staff members may need to address issues related to the perceived safety to themselves and other members of the community. These guidelines were developed to provide faculty and staff with a range of responses to disruptive behavior.

DEFINITION OF DISRUPTIVE BEHAVIOR
Behavior is considered disruptive when it interferes in a significant way with the opportunity of other students to learn, or with the administrative functions of the University. Disruptive behavior may sometimes be so severe as to threaten or endanger the physical safety or psychological well-being of personnel or students.

Examples of Disruptive Behavior
Disruptive behavior may assume many forms, such as:

- persistently arriving late to class or leaving early in a manner that interferes with the learning activities of other students;
- talking incessantly while the instructor is delivering a lecture or when others students are presenting, thus preventing others from benefiting educationally from the class;
- using obscene or profane language;
- using inappropriate body language/signals that are offensive and create an atmosphere of hostility;
- using personal electronic devices such as pagers and cell phones;
- interrupting the educational process with inappropriate questions or interjections in such a way that interferes with other students’ learning;
- being disrespectful, offensive, and/or threatening;
- persistently calling or interrupting faculty or staff, thus hampering normal work activities;
- becoming belligerent when asked about his or her behavior;
- verbally or physically threatening faculty, staff or other students by writing threatening letters, emails or leaving disturbing voicemail messages;
- attempting to contact faculty or staff at home in inappropriate ways;
- displaying behavior indicating a romantic or obsessive interest in a faculty or staff member.
CHEATING AND PLAGIARISM

This Policy Statement supersedes Policy Statement 77-14.

This policy was recommended by the Academic Senate in its meeting in December 5, 1985 and received the concurrence of the President on December 13, 1985.

It is the policy of the faculty and administration to deal effectively with the student who practices cheating or plagiarism. These acts are fundamentally destructive of the process of education and the confident evaluation of a student’s mastery over a subject. A University maintains respect and functions successfully within the larger community when its reputation is built on honesty. By the same token, each student benefits in helping to maintain the integrity of the University. This policy, therefore, provides for a variety of faculty actions including those which may lead to the assignment of a failing grade for a course and for administrative actions which may lead to dismissal from the University. This document is written with the intent to support the traditional values that students are on their honor to perform their academic duties in an ethical manner.

GENERAL

1.1 The following definitions of cheating and plagiarism shall apply to all work submitted by a student. Any change or refinement in the following definitions or applications of the definitions, necessitated by the nature of the work involved, shall be made by the faculty member or departments desiring the change. Any change shall be announced, in writing, in the relevant classes before the work is assigned and a copy of the changes will be filed in the department office and in the Office of Judicial Affairs.

DEFINITION OF PLAGIARISM

2.1 Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledge of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions with rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another writing or paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.
DEFINITION OF CHEATING

3.1 Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination would include, but not be limited to the following: copying, either in part or in wholes, from another test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an exam without the permission of the instructor; using or displaying notes; "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

FACULTY RESPONSIBILITIES IN ALLEGATIONS OF CHEATING OR PLAGIARISM

4.1 Before a faculty member charges a student with cheating or plagiarism, the faculty member should have reasonable evidence with respect thereto. Reasonable evidence includes documentary or other physical evidence, personal observation, or testimony. Prior cheating or plagiarism is not reasonable evidence.

In order to establish facts of the student's knowledge or skill, the faculty member may ask the student to provide such additional demonstration of competency as the faculty member deems necessary to evaluate scholarship and academic performance. The faculty member must advise the student that a decision to provide an opportunity for such an additional demonstration of competency is entirely at the faculty member's option and that the student may comply with the request of the faculty member at the student's option. Neither compliance nor non-compliance shall be considered an admission of cheating or plagiarism.

4.2 In cases where a student is suspected of cheating or plagiarism. The faculty member should arrange for an informal office conference with the student as soon as possible. The purpose of the informal conference is to bring the persons involved together to discuss the issues informally and to discuss courses of action. At the conference the student shall be notified by the faculty member of the charge and supporting evidence. For an incident with occurs during or as a part of a final examination consult Section 4.5.

4.3 In cases where there is more than one individual suspected of cheating or plagiarism, the faculty member may decide to call the students to confer jointly as a group, or as individuals, or both. If the faculty member should decide to confer with the students as a group, the students shall have the option to also confer with the instructor separately as individuals.

4.4 The faculty member shall inform the student(s) that both students and faculty have the right to submit a request to the Academic Integrity Committee (discussed below) for a written opinion on whether the accusation is supported by the evidence. All notes and discussions between the student and the faculty member are confidential, except as may be relevant to the Academic
Integrity Committee or in subsequent campus disciplinary proceedings. Neither the faculty member nor the student should discuss a specific charge of cheating or plagiarism or any violations with reference to individuals in the classroom before other members of the class.

4.5 When the student cannot be contacted and therefore the informal conference cannot be held, as is sometimes the case after final examinations, a grade of "I" (Incomplete) may be assigned, but only if the instructor wishes an additional test of competence (see 4.1, above). The instructor shall have the agreement form for assigning an "Incomplete" sent to the last known address of the student. The agreement form shall state the following:

Under the provisions of the C.S.U.L.B. Policy Statement on Cheating and Plagiarism, an additional test of competency related to the (syllabus name of suspect demonstration, e.g., Final Examination) is requested. (Explain what additional test of competency.) You may decline to do so. Please contact the instructor, the department office, or the office of Judicial Affairs for information regarding the University policy on Cheating and Plagiarism. The instructor must indicate on the agreement form the grade with will be assigned, normally 120 calendar days following mailing of the Incomplete Agreement, if the student does not respond or, responding, the student does not agree to an additional test of competence. 4.6 Charges of cheating or plagiarism cannot be brought against a student more than 120 calendar days after discovery that the work in question may have been plagiarized or that cheating may have taken place.

4.7 Notes and evidence shall be kept by the department chair or program director for a minimum of five years after the case is settled.

**ACADEMIC INTEGRITY COMMITTEE**

5.1 The Chair of the Academic Senate and the Vice President for Academic Affairs shall jointly appoint an Academic Integrity Committee for the University. This Committee shall consist of one member from the student body, chosen by the Associated Students Government for a one year term of office; three members of the full-time, tenured or tenure-track faculty, each with a term of office of two years, terms of office expiring in alternate years; and one member of the Office of Academic Affairs, who shall be Chair, voting only in case of ties.

5.2 The primary charge of the Committee is to receive the requests of students accused of cheating or plagiarism or the requests of faculty accusing specified student(s) of cheating or plagiarism. Following its review of the evidence, the Committee shall report its opinion to the student(s) and to the faculty member involved on whether the accusation is supported by the evidence. This opinion may not be appealed. However, when new evidence appears to so warrant, a faculty member or student may ask, in writing, the Vice President for Academic Affairs or the Chair of the Academic Senate to request the Committee to reconsider a case.

The Academic Integrity Committee shall make readily available the rules and procedures governing its operations.

5.3 In all cases, a Report of the Committee is advisory to the student, with whom rests the presumption of innocence, and the faculty member, to whom the decision on the evidence and academic action is reserved.

5.4 A faculty member or student who requests a review of the evidence in a case of alleged cheating or plagiarism must make such a request to the Academic Integrity Committee in writing no later than 14 calendar days following the date of first notification of the student by the faculty member of the allegation. Except under extenuating circumstances, the student and faculty member will have no more than 14 additional calendar days to provide evidence to the Committee.
5.5 To preserve the rights of privacy, the Committee meetings shall be closed. The Committee may request additional information as may be appropriate to the development of its Reports. The Committee is to provide a final Report within 21 calendar days of the submission of a request to it. Should additional time be required, the reasons should be communicated to the Vice President for Academic Affairs and the Chair of the Academic Senate as well as the student(s) and faculty members involved.

5.6 The Committee is to report on its actions annually to the Vice President for Academic Affairs and the Chair of the Academic Senate.

**ACADEMIC ACTION**

6.1 One or more of the following academic actions are available to the faculty member who finds a student has been cheating or plagiarizing. These options may be taken by the faculty member to the extent that the faulty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. These actions may be taken without a request for or before the receipt of a Report from the Academic Integrity Committee.

(a) Review -- no action.
(b) An oral reprimand with emphasis on counseling toward prevention of further occurrences;
(c) A requirement that the work be repeated;
(d) Assignment of a score of zero (0) for the specific demonstration of competence, resulting in the proportional reduction of final course grade;
(e) Assignment of a failing final grade;
(f) Referral to the Office of Judicial Affairs for possible probation, suspension, or expulsion.

6.2 A student may appeal a final course grade the computation of which included an examination or other test of competence in which a score of zero was assigned for cheating or plagiarism, but only on the grounds permitted in the University Grade Appeal Policy Statement.

An appeal of the final grade may include as written testimony the Report of the Academic Integrity Committee.

**DISCIPLINARY SANCTIONS**

7.1 **Administrative Action**
Procedures and sanctions of the Office of Judicial Affairs are under the administration of the Vice President for Student Services and are conducted pursuant to the authority provided in Section 41301 of Title 5 of the California Administrative Code. Copies of Section 41301 of Title 5 may be found in the University Bulletin and the Campus Regulations available in the Office of Judicial Affairs. Copies of Chancellor's Executive Order 148, "Student Disciplinary Procedures for the California State University" are also available upon request.

7.2 Opportunities for appeal regarding the sanctions applied by Vice President for Student Services are provided for students involved in the proceedings as outlined by Executive Order 148.

7.3 The Vice President for Student Services shall report annually to the Chair of the Academic Senate a summary of the charges concerning cheating and plagiarism brought before the Office of Judicial Affairs.

EFFECTIVE: Immediately. A summary of this policy shall be published in each University Bulletin.
I. Initiation of Background Check  
   A. Background checks for all undergraduate students will be done no sooner than 60 days prior to the first semester of the program.  
   B. This process shall be conducted through an outside agency as determined by the department.  

II. Fees  
   A. Payment for the background check shall be the responsibility of the student.  

III. Verification  
   A. Once the student has completed the background check through the chosen agency of the department, he/she shall submit a certificate of verification to the appropriate program director or designee. This verification shall include appropriate access information as determined by the procedure of the background check agency.  

IV. Access and Privacy  
   A. Access to the certificate, password, and actual background check shall be limited to following individuals:  
      1. Department Chair  
      2. Program Directors and Coordinators  
      3. Department designee (i.e. administrative assistant)  
   B. The on-line background check information shall be treated as strictly confidential and will not be printed.  
   C. Under certain circumstances, the Department Chair or Program Director may disclose information to appropriate faculty if it pertains to the clinical experience of the student, patient safety, or hospital policy.  

V. Positive Background Check  
   A. A positive criminal record shall not automatically disqualify a student from admission.  
   B. The Department will identify criteria that would prohibit an individual from clinical placement based upon Board of Registered Nursing, Orange County Consortium, and/or hospital affiliate standards for disqualification.  
   C. If a record of criminal activity is revealed through the background check, the student shall be counseled by the appropriate program director regarding their continuation in the program and implications for licensure.  
   D. It shall be the responsibility of the student to take remedial action to clear their criminal record according to BRN guidelines for licensure.  

VI. Clinical Agency  
   A. Clinical faculty shall have the responsibility of communicating to the clinical agencies when the students have received department clearance by completing their background check.
This form describes how student medical information may be used and disclosed. Please review it carefully before signing.

**Disclose Policy Background:**

HIPAA is the acronym for the federal law known as the Health Insurance Portability and Accountability Act of 1996. HIPAA is a large and complex regulation that includes several components including administrative simplification. This component contains standards or rules applicable to privacy and security. Under HIPAA, the Department of Nursing, California State University, Long Beach (CSULB) must comply with these regulations, which are enforced by the Office of Civil Rights, Department of Health and Human Services (DHHS). These standards required implementation by April 14, 2003.

Under the privacy rules, all medical information and any other individually identifiable health information in any form, whether electronic, on paper or oral, is considered protected health information (PHI). This includes any information that relates to the past, present, or future physical or mental health or condition of an individual. Individually identifiable health information is that which might identify someone such as, but not limited to:

- Address
- Phone number
- Email address
- Social Security Number

Under the Privacy Rule, students must be provided with a clear written explanation of how the Department of Nursing may use and disclose their health information. Students have the right upon request to review their student files; request amendments; and obtain an accounting of disclosures as to their health information. Students also have the right to file a formal complaint with the Department of Nursing, California State University, Long Beach or the Department of Health and Human Services about violations of the provisions of the Privacy Rule or this department’s policies and procedures. Students must authorize the use and disclosure of their health information in writing.

The security standards under HIPAA require that covered entities establish and maintain administrative, technical, and physical safeguards to ensure that protected personal information is secured. This includes administrative and physical safeguards including policies and procedures, staff training, access controls, and any other measure undertaken to secure protected personal information.

**Applicability of Notice Disclosure**

The Department of Nursing, California State University, Long Beach trains nursing students to be
providers of health care in association with other professionals and organizations. The privacy practices in this notice will be followed by:

- All faculty and staff of the Department of Nursing, California State University, Long Beach.
- Any clinical agency with which we share health information.

**Our Responsibility to Students Regarding Their Medical Information**

We understand that medical information is personal. We are committed to protecting the privacy of medical information. In an effort to provide the highest quality medical care and to comply with certain legal requirements, we will and are required to:

- Keep medical information private.
- Provide students with a copy of this notice.
- Follow the terms of this notice.
- Notify students if we are unable to agree to restrictions that students have requested.
- Accommodate reasonable requests by students for us to communicate health information by alternative means or at alternative locations.

**How We May Use and Disclose Student Medical Information**

We may use and disclose medical information about students to support their training in the clinical agencies to which they will be assigned throughout their clinical studies in the nursing program. These agencies require that we validate to them that clinical students have completed the health screenings that these agencies require.

**How Student Information Will Be Used and Examples of Disclosures**

- Staff members working in a given clinical agency, typically the Education Department, require that prior to the beginning of each clinical rotation that the assigned clinical faculty submit a list of their students and verify by signature that these students have completed their required health screenings.
- Clinical faculty will at the beginning of each semester review student files for the purposes of accurately verifying the information required as noted above.

**We May Disclose Medical Information About Students without Their Prior Authorization for Several Reasons Including:**

- **Public Health**—We may disclose student health information to public health or legal authorities charged with preventing or controlling disease, injury, disability, child abuse or neglect, etc. as required by law.
- **Clinical Associations**—The professional associations, between the Department of Nursing, California State University, Long Beach and the clinical agencies to which students are assigned throughout their clinical training, necessitate that certain information regarding student health screening be verified prior to their beginning their clinical experiences. To protect the student’s health information, we require that all our clinical associations appropriately safeguard student information.
STUDENT ACADEMIC INTEGRITY FORM

Instructions: Pursuant to Policy Statement 08-02, please complete this form soon after your finding of a violation of academic integrity. Please send a copy of the completed form to the Provost (BH 303) and to the Vice President of Student Services (BH 377) and keep a copy for your records. (For reasons of privacy, send in confidential envelope. Do not use e-mail.)

Faculty Name: __________________________  Dept: __________________________

Faculty ID Number: __________________________

Student Name: __________________________  Student ID Number: __________________________

Date of Incident: __________________________  Course Name and Number: __________________________

Brief description of the violation of academic integrity:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Action(s) you took. Check all that apply.

☐ Review – no action

☐ An oral reprimand with emphasis on counseling toward prevention of further occurrences

☐ A requirement that the work be repeated

☐ A proportional reduction of final course grade

☐ Assignment of a failing final grade

☐ Other (Please Specify) __________________________

Do you want further investigation and action by the Office of Judicial Affairs?  ____ No  ____ Yes

_____________________________  __________________________
Signature                           Date
Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.


The Six Pillars of Character (Josephson, 2002)

1. Trustworthiness
   - Honesty
   - Integrity
   - Reliability (Promise-keeping)
   - Loyalty

2. Respect
   - Civility, Courtesy and Decency
   - Dignity and Autonomy
   - Tolerance and Acceptance

3. Responsibility
   - Accountability
   - Pursuit of Excellence
   - Self-Restraint

4. Fairness
   - Process
   - Impartiality
   - Equity

5. Caring

6. Citizenship

## CSULB School of Nursing

### Important Contact Information

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Title</th>
<th>E-mail/phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Bykerk</td>
<td>Learning Center Specialist</td>
<td><a href="mailto:mbykerk@csulb.edu">mbykerk@csulb.edu</a> 562)985-8245</td>
<td>▪ Learning Center Issues</td>
</tr>
<tr>
<td>Monalisa Ward</td>
<td>CSULB Nursing Admission Specialist</td>
<td><a href="mailto:mward2@csulb.edu">mward2@csulb.edu</a> 562)985-4463</td>
<td>▪ Admission contingencies ▪ transfer credit ?s ▪ Background Check ?s</td>
</tr>
<tr>
<td>Catherine Mullins</td>
<td>CSULB Nursing Trimester BSN Program Assistant</td>
<td><a href="mailto:cmullins@csulb.edu">cmullins@csulb.edu</a> 562)985-2619</td>
<td>▪ Basic/Trimester Scheduling ▪ ?s re: physical exam at Student Hlth Services ▪ Health Doc Tracker</td>
</tr>
<tr>
<td>Dr. Melissa Dyo</td>
<td>Trimester Coordinator</td>
<td><a href="mailto:mdyo@csulb.edu">mdyo@csulb.edu</a> 562)985-5099</td>
<td>▪ Trimester Questions</td>
</tr>
<tr>
<td>Dr. David Kumrow</td>
<td>Entry Level Master’s Coordinator</td>
<td><a href="mailto:dkumrow@csulb.edu">dkumrow@csulb.edu</a> 562)985-8082</td>
<td>▪ EL MSN scheduling</td>
</tr>
<tr>
<td>Dianne Leever</td>
<td>Undergraduate Student Success Program Coordinator</td>
<td><a href="mailto:dleever@csulb.edu">dleever@csulb.edu</a> 562)985-4287</td>
<td>▪ Referral for academic assistance and extra departmental resources or evaluation</td>
</tr>
<tr>
<td>Dr. Becky Dahlen</td>
<td>NCLEX Testing Coordinator</td>
<td><a href="mailto:bdahlen@csulb.edu">bdahlen@csulb.edu</a> 562)985-4521</td>
<td>▪ ATI Testing questions ▪ NCLEX Testing</td>
</tr>
<tr>
<td>Kathy Engberg</td>
<td>CSULB Nursing Administrative Coordinator</td>
<td><a href="mailto:kengberg@csulb.edu">kengberg@csulb.edu</a> 562)985-4463</td>
<td>▪ General ?s re: problems enrolling in nursing courses</td>
</tr>
<tr>
<td>Anita Fitzgerald</td>
<td>CSULB School of Nursing N200 Lead Faculty</td>
<td><a href="mailto:afitzger@csulb.edu">afitzger@csulb.edu</a> 562)985-8243</td>
<td>▪ Nursing 200-202 issues</td>
</tr>
<tr>
<td>Sue Crockett</td>
<td>Long Beach Memorial NWI Coordinator</td>
<td><a href="mailto:scrockett@memorialcare.org">scrockett@memorialcare.org</a> 562)933-0605</td>
<td>▪ Parking issues at LBMMC ▪ Info on tuition/book payment</td>
</tr>
<tr>
<td>Dr. Beth Keely</td>
<td>CSULB School. of Nursing, Undergraduate Director</td>
<td><a href="mailto:bkeely@csulb.edu">bkeely@csulb.edu</a> 562)985-4478</td>
<td>▪ Inability to resolve issues after contacting the above mentioned individuals</td>
</tr>
</tbody>
</table>
## Estimated Program Costs

### Paid by Nursing Students in the Nursing Program

### 2011-2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Basic BSN (undergrad) (6 Semesters)</th>
<th>Trimester BSN (undergrad) (6 Semesters)</th>
<th>EL MSN (post bac) (1st 16 Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malpractice Insurance</td>
<td>90.00</td>
<td>60.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Health Insurance*</td>
<td>3,000.00</td>
<td>2,000.00</td>
<td>1,500.00</td>
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<tr>
<td>CPR course</td>
<td>120.00</td>
<td>80.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Immunizations</td>
<td>250.00</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Health Exam</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Background Check</td>
<td>75.00</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Nursing Equipment</td>
<td>150.00</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>TEAS Test</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>150.00</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Uniforms and Shoes</td>
<td>400.00</td>
<td>400.00</td>
<td>400.00</td>
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<tr>
<td>Travel to Clinical Sites</td>
<td>500.00</td>
<td>500.00</td>
<td>500.00</td>
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<tr>
<td>Books and School Supplies</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>2,500.00</td>
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<tr>
<td>Tuition**</td>
<td>17,000.00</td>
<td>17,000.00</td>
<td>14,000.00</td>
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<tr>
<td>ATI Testing</td>
<td>450.00</td>
<td>450.00</td>
<td>450.00</td>
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<tr>
<td>BRN Application Fees</td>
<td>107.00</td>
<td>107.00</td>
<td>107.00</td>
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<tr>
<td>NCLEX Exam Fee</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$25,122.00</strong></td>
<td><strong>$24,052.00</strong></td>
<td><strong>$20,552.00</strong></td>
</tr>
</tbody>
</table>
2011 - CSU Long Beach

Required uniform for men:
White Men's Zip Top -- OR
White Men's Oxford Shirt
Navy Cargo Pants
White Cuffless V-Neck Cardigan

Required uniform for women:
White Women's Zip Top -- OR
White TLC Top
Navy Cargo Pants
White Cuffless V-Neck Cardigan

Optional items for women:
White TLC Dress

For classes whose clinicals start 2/21/2011, orders must be RECEIVED at Dove by 1/10/2011

For classes whose clinicals start 9/17/2011, orders must be RECEIVED at Dove by 8/6/2011

Delivery before clinical is guaranteed only for orders placed on or before deadline. For faster service, use credit card or money order. Personal check orders are held 2 weeks for bank clearing.

2011 - CSU Long Beach

For classes whose clinicals start 2/21/2011, orders must be RECEIVED at Dove by 1/10/2011
For classes whose clinicals start 9/17/2011, orders must be RECEIVED at Dove by 8/8/2011

Delivery before clinical is guaranteed only for orders placed on or before deadline.
For faster service, use credit card or money order.
Personal check orders are held 2 weeks for bank clearing.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size</th>
<th>SKU</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MOS WHT</td>
<td>Men's Oxford Shirt -- White</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WZS WHT</td>
<td>Women's Zip Top -- White</td>
<td>$45.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>MZS WHT</td>
<td>Men's Zip Top -- White</td>
<td>$45.00</td>
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<tr>
<td></td>
<td></td>
<td>WTDSS WHT</td>
<td>TLC Dress -- White</td>
<td>$51.00</td>
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<tr>
<td></td>
<td></td>
<td>UVCNC WHT</td>
<td>Cuffless V-Neck Cardigan -- White</td>
<td>$50.00</td>
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<tr>
<td></td>
<td></td>
<td>WITWTS WHT</td>
<td>Women's TLC Top -- White</td>
<td>$45.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>UPCS NVY</td>
<td>Cargo Pant -- Navy Blue</td>
<td>$35.00</td>
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<tr>
<td></td>
<td></td>
<td>UPCLS NVY</td>
<td>Cargo Pant Long -- Navy Blue</td>
<td>$40.00</td>
<td></td>
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</tbody>
</table>

Shipping and handling:
For orders of $1-14.99... acc $3.95
For orders of $15-34.99... acc $8.50
For orders of $35-59.99... acc $10.00
For orders of $50-124.99... acc $12.00
For orders of $125-299.99... add $13.50
For orders of $300.00-499.99... add $15.00
For orders of $500.00+... add 4.5% of merchandise subtotal

Tax:
California: 8.25%
Out of CA: 8.95%

Subtotal

Shipping/Handling

TOTAL

Items with embroidery and/or patches applied are not returnable or exchangeable.

$25 fee for bounced check/declined card. Check orders will be held 12 days for bank clearing before being shipped.

[ ] Check or money order enclosed.
[ ] Charge my Visa/MC/Discover ___________ ___________ ___________ ___________ ___________

Name as it appears on card ________________________________________________________________

Card bill address ________________________________________________________________

Expiration date ___________ Signature ___________________________

Size Information (Required):
Please use a measuring tape, and do not measure over clothes. "Guessing" usually results in a uniform that doesn't fit and may cause extra shipping charges.

Height _______ Wt. _______ Bust/Chest _______ Waist _______ Hip _______ I have tried on a sample to determine my size. ______ YES ______ NO

How to Order
Step 1: Try on a sample or take your measurements with a measuring tape.
Step 2: Determine the styles you want and your sizes (see chart on other page).
Step 3: Contact us, or if your school is using a bookstore or uniform shop, contact them.

Contacting Dove
For phone, fax, and Internet orders, have your measurements and credit card ready. We accept Visa, MasterCard, and Discover, and debit cards bearing the Visa/MC logo.

- **By Phone**: (800) 828-DOVE (-3683), Mon-Fri, 6:00am-5:00pm Pacific time from June 1 through Sept 30. All other times of the year, we can be reached by phone from 8:00-5:00 Pacific time.
- **By Fax**: (888) 495-3685
- **Online**: www.doveapparel.com, click "ordering" and type in: CSULB
- **By mail**: 7535 Convoy Court, San Diego, CA 92111

Checks (for orders direct from Dove)
We accept personal checks. Make them payable to Dove Professional Apparel. We must hold your order for at least 12 days before shipping, to allow your check to clear — so if you are in a rush, use a different payment method.

Bounced Checks/Declined Cards (for orders direct from Dove)
There is a $25 charge for bounced checks and declined cards; order delays will result.

Turnaround Time (for orders direct from Dove)
If your order is in stock and is being sent to your home, your order will generally ship within a few days (unless you paid by check — see above — or have ordered custom items such as name pins, embroidery, or sew-on service). If your order is being shipped to your school, or if you have ordered an embroidered item, we will usually wait for your school's order deadline to pass before embroidering and/or shipping. Most out-of-stock items are replenished within about a week. During summer, you should allow 4-6 weeks. Orders are shipped by UPS Ground and take 1 to 5 business days. For express shipping, please call us for rates.

Custom Garments
If you need a uniform in a custom size, please download the form at www.doveapparel.com/fitting, or call us. There is a $25 per garment surcharge for custom garments, and they are not returnable. Allow 4-6 weeks.

Returns/Exchanges (for orders direct from Dove)
Dove accepts brand new merchandise for return/exchange within 90 days of invoice date. Washed, soiled, embroidered, and custom items, or items with patches applied, are not returnable. See order insert for more information.

---

**The following chart shows BODY measurements, not GARMENT measurements. Use a tape measure, or visit www.doveapparel.com/Fitting for help.**

<table>
<thead>
<tr>
<th>Women's Tops and Dresses (no 4X in TLC/Women's Scrub)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXS</td>
</tr>
<tr>
<td>Women's Bust</td>
</tr>
<tr>
<td>Women's Hip</td>
</tr>
<tr>
<td>Men's Chest</td>
</tr>
<tr>
<td>Men's Weight</td>
</tr>
<tr>
<td>Women's Bust</td>
</tr>
<tr>
<td>Women's Hip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unisex/Men's Tops, Jackets, and Coats (No XXS, XS Men's Zip Top)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXS</td>
</tr>
<tr>
<td>Men's Weight</td>
</tr>
<tr>
<td>Men's Weight</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unisex Vests</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXS</td>
</tr>
<tr>
<td>Men's Weight</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polo Shirts</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXS</td>
</tr>
<tr>
<td>Women's Bust</td>
</tr>
<tr>
<td>Men's Chest</td>
</tr>
</tbody>
</table>
CNSA
Membership Application

Name: __________________________________________ Date: ____________, 20__

E-mail: ___________________________ Student ID # _______________________

Address: __________________________ City: __________________ Zip code: _______

Phone # ( ) ________________________ NSNA # (*see below) ___________________

Program (Circle one): BASIC TRIMESTER ELM ADN → BSN

Which semester are you in? (Circle one): 1st 2nd 3rd 4th 5th 6th

When will you graduate? May _____ (yr) Aug _____ (yr) Dec _____ (yr)

☐ *ALL CNSA members must also be members of NSNA

Apply & pay $35 online to NSNA at www.nsna.org asap

☐ CNSA Membership is $5.00 annually

Return this form and payment to CNSA’s mailbox in the nursing dept office

Questions? Contact membership director Mallory Rose at CNSAcsulbMembership@gmail.com

<table>
<thead>
<tr>
<th>CNSA Member Benefits</th>
<th>NSNA Member Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attendance at monthly general meetings</td>
<td>• Malpractice insurance</td>
</tr>
<tr>
<td>• Mentoring from senior nursing students</td>
<td>• Health insurance</td>
</tr>
<tr>
<td>• Expanded support system within the nursing department</td>
<td>• Verizon wireless program</td>
</tr>
<tr>
<td>• Enhanced professional relationships with faculty</td>
<td>• NSNA credit card program</td>
</tr>
<tr>
<td>• Leadership experience</td>
<td>• Scholarship programs</td>
</tr>
<tr>
<td>• Professional organization for your résumé, scholarship and award applications</td>
<td>• Discounts on Barnes &amp; Noble and more</td>
</tr>
<tr>
<td>• Unique community service opportunities</td>
<td>• Receive Imprint magazine</td>
</tr>
<tr>
<td>• Statewide CNSA conventions</td>
<td>• National conventions &amp; conferences</td>
</tr>
<tr>
<td>• Partial coverage for international service trips</td>
<td></td>
</tr>
<tr>
<td>• BeachBoard access to updates &amp; events</td>
<td></td>
</tr>
<tr>
<td>• 15% discount on apparel</td>
<td></td>
</tr>
</tbody>
</table>
CSULB California Nursing Students Association

CNSA membership is like an extra credit assignment-
It’s something you could not miss out on!

CNSA membership gets you:
- BeachBoard access to information on upcoming events, mentoring/advice from senior nursing students, and more (see membership application)
- Access to faculty and fellow nursing students you would not otherwise meet
- Membership to 2 professional organizations (looks great on your resume’)

CPR Certification & Recertification Courses
An American Heart Association-approved CPR certification course is required for you to start and continue in the nursing program. See CPR flyer for complete course details & to register.

*** Register as soon as possible up until three days prior to desired class date***

Re-certification (Approximately 3 hours) - Fee $45
(Current AHA CPR card required to take recert class)
Saturday July 2nd, 2011 @ 9 am, Room PE-58

Certification (Approximately 4.5 hours) - Fee $65
Saturday, June 18th, 2011 @ 9 am, Room PE-58
Sunday, June 26th, 2011@ 9 am, Room PE-58

Malpractice Insurance
As a nursing student, you are required to carry malpractice insurance. NSNA members qualify for a low-cost comprehensive policy that covers you in school, as a hospital volunteer, and as a hospital employee. The rate for a one-year policy is $29 for NSNA members. For more info and to apply online, go to:  www.nso.com/NSNA.

Health Insurance
As a nursing student, you are required to have health insurance. Student Health and Accident Insurance is underwritten by United Healthcare Insurance Company for NSNA members. For the most up-to-date information on plans, prices, and enrollment procedures, call United Healthcare Student Resources at (800) 505-5450 or go to www.uhcsr.com/NSNA.

Websites
- CNSA state level: http://www.cnsa.org
- NSNA: http://www.nsna.org
- CSULB Department of Nursing: http://www.csulb.edu/nursing
- Beachboard for non-members: https://csulb.blackboard.com Enter as a guest (preview), click the Organizations tab, go to Organization Search and type in CNSA
CNSA list of recommended equipment

From Standris Supply [www.standris.com](http://www.standris.com). When ordering, please type in California State University Long Beach when it asks you for your institutional affiliation (no abbreviations). Note: This is not an all-inclusive list so please refer to your class syllabus for complete info.

- Stethoscope*: 27” length is recommended, any color you prefer.
  - Littmann Cardiology III: Comes with interchangeable pediatric diaphragm & bell
  - Littmann Classic II S.E.

  *Note: A quality stethoscope is important for hearing heart and lung sounds. Mark it with your name as soon as you get it.

- Blood pressure cuff w/ case (do not need cuff with Sprague option)
- Medical clipboard w/ calculator
- Stainless steel bandage scissors: 5 ½ “ is recommended
- Pen light (under Medical Instruments > Pupil Gauge “Quick Lites”)

Other recommended items:

- Wristwatch w/ large face and second hand
- Plain, white t-shirt (to be worn under uniform. T-shirts under uniform must be white w/o logos/writing on front or back.)

TODAY: Complete CNSA membership paper application ($5 annually) and NSNA membership online ($35 first year). Sign up for CPR classes. Buy raffle tickets to win GREAT nursing school prizes, and check out the license plate frames and apparel for sale!

CONGRATULATIONS on your acceptance to the CSULB Nursing Program!

We, the CSULB CNSA board, wish you great success in this exciting & fulfilling journey you have embarked upon!
CPR Classes

American Heart Association (AHA) Healthcare Provider CPR
The CSULB Nursing program requires AHA-certified CPR instruction.
American Red Cross CPR training is not accepted.

Class Dates

Re-certification (Approximately 3 hours) - Fee $45
(Current AHA CPR card required to take recent class)
- Saturday, July 2nd, 2011 @ 9 am, Room PE-58

Certification (Approximately 4.5 hours) - Fee $65
- Saturday, June 18th, 2011 @ 9 am, Room PE – 58
- Sunday, June 26th, 2011 @ 9 am, Room PE - 58

*Afternoon classes may become available, dependent upon demand for additional class*

Deadline
Register as soon as possible up until 3 days prior to desired class date. Class size is 13 persons. No registrations will be accepted after the deadline (3 days prior to class) and absolutely no walk-ins.

Registration
Email information below to CNSACSULBtreasurer@gmail.com (Use Subject Heading: CPR). This form can also be found online at http://www.csulb.edu/org/college/cnsa (under documents).

Payment Please note: Registration fees are non-refundable.

Hand Deliver or Mail:
Registration form and payment can also be delivered or mailed to the CSULB nursing department. CSULB Dept. of Nursing, Attn: CNSA CPR, 1250 N. Bellflower Blvd, Long Beach, CA 90840
Check payable to CNSA or exact cash

Contact/Questions
E-mail: Marie Vu at CNSACSULBtreasurer@gmail.com (Use Subject Heading: CPR) or call at (714) 248 - 5117* Please note registration cannot be done over the phone. Phone calls to address questions are welcome, but registration must be done via email.

Information
- Name ________________________________________________
- Email _______________________________________________
- Phone # _____________________________________________
- Date and Time chosen _________________________________