Online Bachelor Completion and Academic Outreach Initiative
RN-to-BSN

Welcome to the Ohio University School of Nursing!

This Orientation Packet includes very important information about the program and is a great reference when questions arise. We suggest printing this entire e-mail and keeping it somewhere that you can easily refer to it. An online degree program is very different from a traditional one, and while university staff is here to assist you, we have also listed the steps you should take to help you be successful:

Useful links, frequently encountered errors and their solutions, helpful advice, and contact information can be found at the end of this e-mail or packet.

1. **Make sure your OHIO Catmail account is working properly.** This e-mail address will be the primary way we communicate with you, and you should check it regularly. We recommend **NOT** forwarding your OHIO email to another account, as it is not 100 percent reliable, and you might miss important e-mail messages. You can access your Catmail account by logging in at my.ohio.edu and clicking "Inbox" on the right side of the screen. If you need assistance with your e-mail account, please call the Service Desk at 740.593.1222.

2. **Become familiar with two important websites:**

   The RN-TO-BSN Knowledge Center: **www.ohio.edu/rntobsn**
   This website has links to course offerings, how to order books, graduation, and much more. You can find answers to many questions about the program at this site. On the left side of the page is a link that says READI: Online Assessment. This tool can assess your likelihood for success in an online program. **You will use this site to search for available classes.**

   The My OHIO Portal/My OHIO Student Center: my.ohio.edu
   When you log in to your student portal, you can access your Catmail and other information. The following instructions will take you to your Student Center, where you can register for classes, see your eBill, and access other information regarding your student record at Ohio University. **You will use this site to register for classes once you have chosen the class number from the RN-to-BSN Knowledge Center.**

   Step 1: Click on the "Academics" tab at the top of the page.

   Step 2: Next, click on the link that says "My OHIO Student Center." You may have to enter your log-in information one more time.

   Step 3: You will then be taken to the homepage of your Student Center. **Detailed registration instructions can be found on page 6.**

3. **<u>Find out who your advisor is.</u>** You will be assigned an academic advisor soon, but any of the advisors in the Nursing Advising Center are able and willing to help you. The names and contact information will be listed on the right side of the Student Center page or on your Degree Audit Report (DARS). If you do not have an advisor assigned yet, e-mail nursing@ohio.edu with any questions you have, and an advisor will respond. Most questions can be answered more quickly if sent by e-mail than by phone.

4. **<u>Understanding Your Transfer Credit.</u>** The evaluation of external course credit is a multi-step process. The transfer credit evaluators evaluate transcripts based on the order in which they are received. You will receive an e-mail when everything is complete and your DARS is ready to view. This process can take up to a month to complete. To appeal the way a course was transferred, please send a course description and/or syllabus for the course you wish to appeal along with a Transfer Credit Appeal form to the Transfer Credit Evaluators to nursingtransfercredit@ohio.edu. The Transfer Credit Appeal Form can be found on the RN-to-BSN Knowledge Center website here: http://www.outreach.ohio.edu/bsn/forms.htm

5. **<u>Become familiar with your DARS (Degree Audit Reporting System).</u>** A DARS report is the official record of program requirements that indicates what you have fulfilled and what you still need to take. **Please remember that your DARS is not accurate until you receive the e-mail indicating that the transfer credit evaluation is complete.** You can access your DARS by going to the RN-TO-BSN Student Knowledge Center website and selecting "DARS Online" on the left side. There is an informational video located at: http://www.youtube.com/watch?v=16PBDgcmugM in which the Assistant Dean of Student Services walks you through reading a DARS as if you were sitting in front of her. It is your responsibility to read and understand your DARS. You should refresh and check your DARS at least once a semester to be sure that you are meeting the requirements of your degree and your program. Academic Advisors are glad to help you learn to understand your DARS, but the responsibility is yours.

6. **<u>Be aware of the courses you need to take including nursing, general education or elective courses.</u>** On the DARS, University General Education Requirements are listed first, followed by the specific nursing major requirements. The Nursing course offerings chart beginning on page 4 indicates what nursing classes are offered during each five-week session. *Please be aware that you need 120 total credit hours to graduate, so electives are sometimes necessary in addition to required courses.*

7. **<u>View your Bill.</u>** Also in the My OHIO Student Center, you can view any charges due and make payments. You will receive e-mails to your OHIO Catmail account if a charge is due and a registration hold will be placed if the university does not receive payment by the due date; there is also a chance your courses will be dropped. The School of Nursing will not register you for a class late if there is a financial hold on your account and will not re-register you if your courses were dropped due to failure to pay your balance. If you have any further questions, you can contact the Bursar's office at 740-593-4130 or by email at bursar@ohio.edu. If you have any questions about financial aid, please contact Student Financial Aid and Scholarships at 740.593.4141 or by e-mail at financial.aid.elearn@ohio.edu.

8. **Register for your first Nursing course: NRSE 4510.** This course is required for all students and is a prerequisite for all NRSE courses. **You will be receiving an e-mail from Undergraduate Admissions with registration instructions. Please wait for that e-mail before registering.** You are allowed to take NRSE 4510 concurrently with another course, but we **STRONGLY** recommend starting with just one course in a five-week session to adjust to the demands of an online program. See detailed registration instructions on page 7 in this document.

   You will not see RN-to-BSN courses in the General Course Offerings for Ohio University. **RN-to-BSN Course Offerings are unique and can be found only on the RN-to-BSN Student Knowledge Center located here: www.ohio.edu/rntobsn**

   In order to receive the OHIO eLearning tuition rates you must register for all of your courses through the RN-to-BSN Student Knowledge Center. If you choose, you may search for additional courses through the Ohio University Registrar. These prices do vary, and you need to be aware of the costs before you register. www.ohio.edu/bursar

   The Course Offerings for the semester become available in the middle of the preceding semester. Registration information/updates will be sent to your OHIO e-mail (Catmail) account. **Registration for all NRSE courses, except NRSE 4600, closes one week before the courses begin, on the previous Monday at 4 p.m. Eastern Time.**

9. **Order your books.** Students are responsible for ordering their own books. Information about required books can be found by clicking the arrow next to a class title in the Course Offerings. You may order your books from the source of your choice; the official online bookstore for Ohio University is MBS direct. More information can be found on the RN-to-BSN Student Knowledge Center Books page, located here: www.outreach.ohio.edu/bsn/onlinecompletion/books.htm

10. **Remember that all NRSE courses will be completed through the Blackboard website.** You can view information and FAQs about Blackboard here: http://www.ohio.edu/oit/bbsupport/howto/students/index.cfm

    Your Blackboard classes will not appear on Blackboard until the first day that the class starts. If you do not see your class in Blackboard by noon on the first day of the class, please contact Tech Support at 740-593-1222 or servicedesk@ohio.edu.

    You can log into Blackboard from the RN-to-BSN website using your OHIO ID and password. You will not be able to log in to Blackboard until the first day of school, when class content is loaded. For technical assistance once classes begin, please contact the Service Desk at 740.593.1222.

11. **If you do not enroll at OHIO during the term to which you were admitted, you must Change Your Start Date.**

    In most cases, your offer of admission to Ohio University is valid for one academic year. However, an updated application is required in order to change your intended entry semester. Because of your previous application, there is no fee for processing this change request; however, it is subject to established deadline dates and admission policies. Please refer to the RN-to-BSN Knowledge Center Important Dates page for the application priority deadlines and transcript deadlines for all entry terms. http://www.outreach.ohio.edu/bsn/dates.htm

    For additional questions regarding the change of entry process or to request an application fee waiver, please contact Undergraduate Admissions at rntobsn@ohio.edu or 740.597.2900.

OHIO UNIVERSITY

SCHOOL OF NURSING
FIVE-WEEK RN TO BSN COURSE OFFERINGS

Course Start Date	Course Offerings				Course End Date
Spring Semester 2014/2015					
1/12/2015	4510	4580	4570	4600	2/14/2015
2/16/2015	4510	4520	4530	4600	3/21/2015
3/23/2015	4510	4560	4550	4600	4/25/2015
Summer Session 2014/2015					
5/11/2015	4510	4540	4580	4600	6/13/2015
6/15/2015	4510	4570	4520	4600	7/18/2015
Fall Session 2015/2016					
8/24/2015	4510	4530	4560	4600	9/26/2015
9/28/2015	4510	4550	4540	4600	10/31/2015
11/2/2015	4510	4580	4570	4600	12/5/2015
Spring Session 2015/2016					
1/11/2016	4510	4520	4530	4600	2/13/2016
2/15/2016	4510	4560	4550	4600	3/19/2016
3/21/2016	4510	4540	4580	4600	4/23/2016
Summer Session 2015/16					
5/9/2016	4510	4570	4520	4600	6/11/2016
6/13/2016	4510	4530	4560	4600	7/16/2016

Nursing Course Titles
NRSE 4510 – Professional Nursing Practice (4 cr.)
NRSE 4520 – Health Assessment and Promotion (4 cr.)
NRSE 4530 – Family Nursing (3 cr.)
NRSE 4540 – Community Health Nursing (4 cr.)
NRSE 4550 – Evidence Based Nursing (4 cr.)
NRSE 4560 – Gerontologic Nursing Care (3 cr.)
NRSE 4570 – Diversity (3 cr.)
NRSE 4580 – Leadership in Nursing (3 cr.)
NRSE 4600 – Nursing Excellence (3 cr.)

Course Start Date	Course Offerings				Course End Date
Fall Session 2016/2017					
8/22/2016	4510	4450	4540	4600	9/24/2016
9/26/2016	4510	4580	4570	4600	10/29/2016
10/31/2016	4510	4520	4530	4600	12/3/2016
Spring 2016/17					
1/9/2017	4510	4560	4550	4600	2/11/2017
2/13/2017	4510	4540	4580	4600	3/18/2017
3/20/2017	4510	4570	4520	4600	4/22/2017
Summer 2016/2017					
5/8/2017	4510	4530	4560	4600	6/10/2017
6/12/2017	4510	4550	4540	4600	7/15/2017
Fall 2017/18					
8/28/2017	4510	4580	4570	4600	9/30/2017
10/2/2017	4510	4520	4530	4600	11/4/2017
11/6/2017	4510	4560	4550	4600	12/9/2017
Spring 2017/18					
1/16/2018	4510	4540	4580	4600	2/17/2018
2/19/2018	4510	4570	4520	4600	3/24/2018
3/26/2018	4510	4530	4560	4600	4/28/2018
Summer 2017/2018					
5/14/2018	4510	4550	4540	4600	6/16/2018
6/18/2018	4510	4580	4570	4600	7/21/2018

Nursing Course Titles
NRSE 4510 – Professional Nursing Practice (4 cr.)   NRSE 4560 – Gerontologic Nursing Care (3 cr.)
NRSE 4520 – Health Assessment and Promotion (4 cr.)   NRSE 4570 – Diversity (3 cr.)
NRSE 4530 – Family Nursing (3 cr.)   NRSE 4580 – Leadership in Nursing (3 cr.)
NRSE 4540 – Community Health Nursing (4 cr.)   NRSE 4600 – Nursing Excellence (3 cr.)
NRSE 4550 – Evidence Based Nursing (4 cr.)

The Course Offerings through 2017-2018 document can be found on the RN to BSN Knowledge Center.
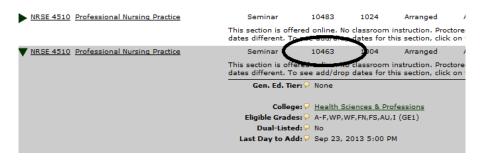http://www.outreach.ohio.edu/bsn/

School of Nursing
How to: Register for a Course

- **You are responsible for being registered in all courses <u>at least one week before they start.</u>**
- **Use your DARS report to track what you have taken and what you still need.**
- **You are responsible for dropping a course if you decide not to take it.**
- **A full tuition refund is available only if the course is dropped before the class starts. A partial refund may be possible; please see the Important Dates link on the RN-to-BSN Student Knowledge Center.**
- **If you decide to take a full semester off (other than summer), you must complete a Re-Enrollment Form (students who have attended OHIO after 1985) which can be found at http://www.ohio.edu/registrar/forms.cfm and submit it to the Registrar's office. You will not be able to register unless this form is completed.**
- **In order to receive the OHIO eLearning tuition rates you must register for all of your courses through the RN-to-BSN Student Knowledge Center. Courses offered through the General Course Offerings are subject to different rates and fees.**

1. Visit the RN-to-BSN Student Knowledge Center webpage at www.ohio.edu/rntobsn

2. On the Quick Links Toolbar at the top of the screen, click on the "Course Offerings" box for the term for which you are trying to register (ie: Summer, Fall, Spring) These are the only classes that we offer through the program at the program tuition rate.

3. Pay close attention to: the "begin date" column and the "class number" column. Make sure you write down the class number(s) you wish to register for. The class number(s) is a 4 or 5 digit number that can be found in the 4th column over from the left on the course offerings. The class number is NOT "4510" for example. In the example below, the class number is 10463

4. At the top of the page, click on the "Register for Classes" link.

5. Click on the My OHIO link, and sign in using your OHIO ID and password.

6. Click on the "Academics" tab at the top of the page.

7. Click on My OHIO Student Center under the Student Center. You may be asked to sign in again.

8. Click on "Enroll" under Academics (left hand side).

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9. Pick the term you would like to register for and click continue.

10. Under "Add to Cart," put the class number for which you want to register and then press enter.
    NOTE- Do not click the search button to find the class number. The search function will only let you find general Ohio courses that are not part of the RN-TO-BSN program and do not cost the same price. You already searched for your classes under steps 1-4.

11. If all information is correct, select "Next."

12. Your class will be added to the shopping cart, and you must proceed to step 2 on the Add Classes page.

13. To confirm the class, you must first click and accept the Financial Agreement, and then "Finish Enrolling." You will only have to accept the Financial Agreement the first time you register.

Please note:

- Nursing courses do not need to be taken in numerical order and can be taken in any order, as long as:
    - **NRSE 4510** is the first class you take, though you can also take NRSE 4510 concurrently with another NRSE course.
    - **NRSE 4550:** Statistics must be completed prior to or taken concurrently with NRSE 4550.
    - **NRSE 4600:** This course is designed to be the last NRSE course. You must have a valid RN license in order to be enrolled into this class, which must be taken during your last semester of NRSE courses, and you also must have a passing grade in at least six of the other NRSE courses. The course includes an indirect clinical project, which will need to be approved by the School of Nursing at least five weeks in advance of the first day of the course. To register for NRSE 4600, please e-mail the School of Nursing at nursing@ohio.edu to obtain permission.

- Not every Nursing course is offered every session every semester. As you plan which courses to take, please refer to the schedule of the Nursing Courses earlier in this document. You will want to map out your Nursing courses first and then fill in with your non-Nursing courses, which tend to be offered every semester.

- You should register for the whole semester at the same time (Fall and Spring have three five-week sessions, Summer has two). The non-Nursing courses can fill up quickly and to ensure that you get the classes you want and need, it is best to register for the entire semester at a time when you are able.

- If you use financial aid, we highly recommend registering for the whole term at once due to the schedule of disbursing funds. If you enroll in a third-session course after your aid has been disbursed for the semester, you risk not having funds to cover the cost of that course.

- Registration for a Nursing course ends sooner than registration for other courses in a semester. For the best results, be sure that you are registered for your Nursing courses no later than **4:00 p.m. Eastern Standard Time** on the Monday of the week prior to the first day of class.

- If you are dropped from a class by the Bursar's office after the registration deadline for the class because of failure to pay your bill, you will not be permitted to re-enroll in the course for that term, even if you do subsequently pay your bill in full.

We will be happy to answer any questions you may have throughout your coursework. You can reach the main office at: nursing@ohio.edu or by calling 1.800.560.0144 or 740.593.4494. Thank you for choosing the Ohio University RN-to-BSN Program! Please see our Useful Information section that follows.

Useful Information

Required Grades for Courses in the RN-to-BSN Program

You must earn a grade of "B-" (80%) or better in your Nursing courses (NRSE) to meet the requirements for your program.

You must earn a "C" (73%) or better in courses listed as Nursing Prerequisites on your DARS in order for these courses to meet the requirements of your degree and program. These courses include:

First-Year Composition	Chemistry	SOC 1000-Intro to Sociology
Human Anatomy and Physiology	Microbiology	PSY 1010-General Psychology
Child Development/Adolescent Psychology	Statistics	NUTR 1000-Nutrition

For your General Education courses such as Cross-Cultural Perspectives, Fine Arts, etc. you must earn a passing grade of "D-" (60%) or above.

This information appears on your DARS and can be found on page 38 of the School of Nursing Student Handbook. The handbook can be found at: http://www.outreach.ohio.edu/bsn/documents/StudentHandbook.pdf or by clicking the link on the RN-BSN Student Knowledge Center.

You must successfully complete NRSE 4510 in order to continue in the NRSE courses. Failure to earn a grade of "B-"(80%) in this course will prevent you from taking subsequent NRSE courses until NRSE 4510 is successfully completed.

Taking Classes at your Local Community College or University

You may take courses at a local community college. We have partnerships with many community colleges in Ohio where we have pre-approved courses that will transfer. The list of schools with links to the pre-approved courses can be found here: www.ohio.edu/admissions/transcredits/

If you find another course or there is another school near you, you should complete a Transient Petition Form and submit this form along with a course description to our Nursing Transfer Credit Evaluators. They can ensure that the course will transfer in the manner intended.

The Transient Petition Form can be found on the RN-to-BSN Knowledge Center website here: http://www.outreach.ohio.edu/bsn/forms.htm

*Note- You cannot take a junior composition course at a two-year community college; you must take that through OHIO or another four-year institution. Make sure to have it pre-approved.

When you have completed a course at another institution, your official transcripts should be sent from the institution directly to Ohio University. Transcripts issued to the student may not be accepted. Please have your official transcripts sent to:

eLearning Admissions
120 Chubb Hall
1 Ohio University
Athens OH 45701
Transcripts may be sent electronically to: admissions@ohio.edu

Proctored Exams

What is a Proctored Exam?
For Distance Education students, some courses may require a proctored exam**.** Proctors verify that exams are administered under the proper conditions. Some online classes require the midterm and the final exams be taken at a proctored site.

A proctor is someone who is employed full time in education. Relatives, employers, co-workers, church leaders, or anyone with a personal or business connection to you are NOT approved proctors. There are several proctor sites Ohio University works with and you can find contact information by clicking the link for 'Proctored Exams' on the RN-to-BSN Student Knowledge center or by going to this site: http://www.outreach.ohio.edu/bsn/proctoring.htm. You MUST complete an online form, available on that site, if testing with a college other than Ohio University. If scheduling with an Ohio University campus, you only need to contact that campus to schedule your appointment. All testing materials will be forwarded prior to the exam date to each regional campus. **In order to maintain the highest degree of integrity for Ohio University, we reserve the right to decline any person whom we feel could be a potential conflict of interest as a proctor.**

How Proctoring Works
- You select the proctor site that is most convenient to you. You can find a list of approved sites here: http://www.outreach.ohio.edu/bsn/proctoring.htm or by clicking the link for 'Proctored Exams' on the RN-to-BSN Student Knowledge Center. **IT IS YOUR RESPONSIBILITY TO CALL THE SITE AND MAKE A RESERVATION FOR TESTING.**
- At least 10 days before your exam, complete and submit the online form to notify Ohio University of your proctoring arrangement. The form is available here: http://www.outreach.ohio.edu/bsn/proctorform.html
- We will send exams to the proctor site.
- You take the exam as scheduled and the completed exam will be sent to Ohio University by the proctor site.

A Few Things You Need to Know About Proctor Sites:
- **Proctor sites MAY charge fees for their services. You are responsible for paying all fees for proctoring.** We work to provide sites that are free or charge minimal fees. The list below includes the fee charged by the site. If you plan to use an alternate site, when you call for an appointment you should ask if a fee is charged.
- You must complete the exam in an educational facility. (**No proctoring may take place at a private residence.**)
- You must schedule and reserve a testing date for **EACH** proctored exam even if you return to the same proctor for the second exam. You MUST complete the online form for **EACH** proctored exam if testing with a college other than Ohio University.

If you have any questions regarding suitable proctors, contact examproctor@ohio.edu or call 740.593.2902 or 1.888.551.6446.

Technical Requirements and Information

Computer / Technology Skill Requirements for the RN-to-BSN Program

1. You will need regular and dependable access to a computer with an Internet connection. You must be able to install software on this computer; this may limit the ability to use a public library computer or a computer at your place of work.
2. The minimum computer requirements for the virtual classroom are:
    *   Processor (CPU), 1 GHz or faster
    *   Windows Vista/7, or Mac Snow Leopard 10.6 (Note: Lion and Mountain Lion have some incompatibilities with Blackboard)
    *   Firefox 12 or above
    *   512 MB of Ram minimum, 2GB recommended
    *   CD or DVD drive
    *   Minimum 56 kbps V.92 (DSL or Cable preferred; highly recommended)
    *   Video display capable of high color 16 bit display
    *   A sound card and speakers.
    *   Current anti-virus software must be installed and kept up to date.
    *   Some classes may have specific class requirements for additional software. These requirements will be listed on the course offerings page.

    Most home computers purchased within the last 3 years meet or surpass these requirements.

3. Your computer must have a reliable and reasonably fast Internet connection. Access to a faster connection like a cable modem or DSL connection is preferable and will enhance your experience when viewing online video content.

4. Your Web browser should be Firefox 12 or Respondus Lock Down Browser. Other browsers may work, but not optimally.

5. You must have an Ohio University e-mail account and use it regularly. You will be granted access to your email account when you activate you OHIO ID.

6. You may need some additional plugins for enhanced web browsing. Ensure that you have the correct versions of the plugins by running the Blackboard Browser Checker, available from http://www.ohio.edu/blackboard/browserchecker

7. At a minimum, you must have Microsoft Office 2007 or higher. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff at Ohio University. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software.

    Students may be eligible for free software such as Microsoft Office 365 ProPlus from the Technology Depot, more information and available software can be found here: http://www.ohio.edu/oit/techdepot/software/

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Many questions can be answered by visiting the Office of Information technology website:
http://www.ohio.edu/oit/bbsupport/howto/students/index.cfm

On that website, under the 'Getting Started' heading you will find information on getting started, a Blackboard "how-to" guide, as well as links and solutions to commonly encountered problems.

You will also see the following question: 'I'm a new RN to BSN student, do you have any documentation that can help me get started with Blackboard?' When you click on the question, you will see the following links:

I'm a new RN to BSN student, do you have any documentation that can help me get started with Blackboard?

The School of Nursing has asked that we provide the attached documentation to all new RN to BSN students.
Help Getting Started
Tips for Online Success
Technology Requirements
Submitting an Assignment
Discussion Board Overview
Posting to a Discussion Board

Clicking on these links will bring up documents that you may find helpful for starting your program and using Blackboard.

You can always contact Tech Support for more help at: 740-593-1222 or servicedesk@ohio.edu

HELPFUL HINTS

- It is strongly recommended that you turn off email forwarding and check your OHIO student e-mail (Catmail) account daily. Assistance with email forwarding can be found at http://www.ohio.edu/oit/email/ or by calling 740-593-1222.

- Most students start with just one class per five-week session. When students have progressed in the program, many feel comfortable taking a 15-week course along with three five-week courses in a semester.

- Please assume 9-12 hours per week of effort and work for these courses. If you choose to take two classes at a time, you should assume 18-24 hours per week of effort and work.

- The last day to register for your Nursing courses is **4:00 p.m. Eastern Standard Time** on the Monday of the week prior to the first day of class. NRSE 4600 and Non-Nursing courses may have different deadlines.

- If you would like to register for a non-Nursing class that is full, only the instructor can give this permission. Please e-mail the instructor and ask his/her permission to be added to a filled class. You can find that contact information by clicking on the instructor in the course offerings. There is no late registration for Nursing courses.

- Your PID# is a confidential student ID number that is assigned to you and is the number we need to locate and access your records. When contacting Advisors or the School of Nursing, please include your PID# or be able to provide it.

- Your classes on Blackboard will not appear until the day that the course starts. You may receive an error if you log in before the courses start. If you do not see your courses in Blackboard by 9:00 AM Eastern Time on the day that the classes start, please contact Ohio University Information Technology Service Desk at: 740-593-1222 or servicedesk@ohio.edu.

QUESTIONS ABOUT:

- MY ADVISOR? You will be assigned an advisor and can see that information on your DARS or Student Center, but any of the Advisors in the Advising Office are able and willing to help. If you are unable to locate your advisor's contact information, please contact the School of Nursing at nursing@ohio.edu or 740-593-4494, and you will be directed to your advisor.

- FINANCIAL AID? You can view financial aid information by logging in at my.ohio.edu. The Financial Aid office can be reached at 740-593-4141 or financial.aid@ohio.edu. Website: http://www.ohio.edu/financialaid/

- TRANSFER CREDIT? Contact nursingtransfercredit@ohio.edu, and our transfer credit evaluators can assist.

- YOUR STUDENT BILL? You can view your bill by logging in at my.ohio.edu. The Office of the Bursar can be reached at 740-593-4130 or bursar@ohio.edu. Website: http://www.ohio.edu/finance/bursar/index.cfm

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CANCELLING/WITHDRAWING FROM CLASSES?

- TO CANCEL CLASSES PRIOR TO THE START OF THE SEMESTER: If the first session of the semester has not yet started, you may cancel registration yourself by logging in to your account at my.ohio.edu. After the semester begins, all registration drop requests must be processed using the new online withdrawal form link at http://www.ohio.edu/registrar/info/online%20withdraw.html .

- TO DROP/WITHDRAW/CANCEL AFTER THE START OF THE SEMESTER: ALL RN TO BSN STUDENTS MUST COMPLETE THE ONLINE WITHDRAWAL FORM LINK FOUND AT http://www.ohio.edu/registrar/info/online%20withdraw.html . You will need the course prefix/number, course title, class number, and start/end dates. For example: NRSE 4510 Professional Nursing Practice, 10581, 03/25/2013 to 04/27/2013. Please find this information on your schedule when you log in at my.ohio.edu.

- IF YOU ARE DROPPING YOUR ONLY CLASS IN A GIVEN SEMESTER, you will also need to submit the online withdrawal form at: http://www.ohio.edu/registrar/info/online%20withdraw.html

- These requests are processed on a daily basis during office hours (M-F, 8-5) by the Office of the Registrar, so please allow time for their staff to process. More information and contact information for the Office of the Registrar can be found here: http://www.ohio.edu/registrar/ .

- Please remember that any course dropped AFTER the class starts will have financial implications. The only way to receive a 100% refund is to cancel registration BEFORE classes start. Please see the FAQ list and Important Dates links for more information: http://www.outreach.ohio.edu/bsn/faq.htm or http://www.outreach.ohio.edu/bsn/dates.htm

WRITING IN APA FORMAT

- The papers you submit need to use American Psychological Association (APA) formatting. You should be ready to use this format before you begin classes.   There are many resources available to help you learn and use APA. You can Google "APA format" and find one of the more popular websites, the Purdue Owl Online Writing Lab: http://owl.english.purdue.edu/owl/resource/560/01/.

- You may also find the following sites helpful:
    o http://www.apastyle.org/   This is the site for the American Psychological Association. There is an online tutorial on APA style available that some students have found useful.
    o http://www.library.cornell.edu/resrch/citmanage/apa   Quick reference for APA Citation Style

- Here is a video with step-by-step instructions for APA Format using Microsoft Word:
  http://www.youtube.com/watch?v=9pbUoNa5tyY

- There is also software available that will format your papers in APA style. A few of the popular ones are:
    o http://www.perrla.com
    o http://www.styleease.com/index.html
    o http://wizardsforstudents.com/
    o http://www.eazypaper.com/

- Being able to correctly use APA style before you begin classes will let you focus on your coursework, which is where your focus should be.