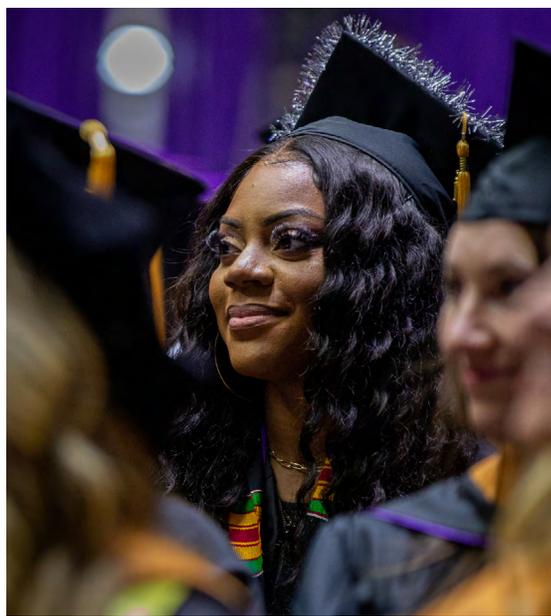


ANNIE TAYLOR DEE

SCHOOL OF

NURSING



Master of Science in Nursing

Student Handbook

2022–2023

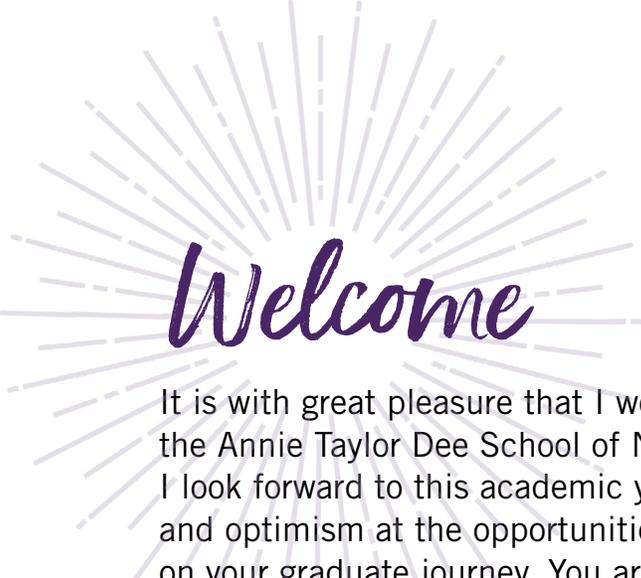
PART C



WEBER STATE UNIVERSITY
Dumke College of Health Professions

Table of Contents

| | |
|--|----|
| Welcome..... | 1 |
| Administration & Staff Contact..... | 2 |
| Overview..... | 3 |
| Student Handbook Acknowledgment..... | 3 |
| New Student Orientation..... | 3 |
| Student Involvement..... | 3 |
| MSN Curriculum..... | 3 |
| MSN EPSLOs & Role Specific Competencies..... | 5 |
| Student Communication..... | 8 |
| Academic Advisement..... | 8 |
| Degree Requirements..... | 9 |
| Student Policies & Procedures..... | 10 |
| Parking..... | 13 |
| Student Feedback..... | 13 |
| Sigma Theta Tau International Nursing Honor Society Nu Chapter..... | 13 |
| Student Resources..... | 13 |
| Course Communication Guidelines..... | 16 |



Welcome

It is with great pleasure that I welcome all new and continuing students to the Annie Taylor Dee School of Nursing at Weber State University (WSU). I look forward to this academic year with a strong sense of excitement and optimism at the opportunities you will discover as you embark on your graduate journey. You are an important part of our online and campus community. Your graduate faculty experts in nursing education and leadership. They will work closely with you as instructors, mentors, and facilitators to prepare you to serve as future healthcare leaders. Your graduate student experience will be filled with many diverse and exciting professional and personal growth opportunities. You will be the leaders, policymakers, educators who can increase access, inclusion, quality at this transformational time in nursing.

Please familiarize yourself with parts A, B, & C of handbooks as they will introduce you to our policies, procedures, and resources. As a graduate nursing student, professionalism is paramount in your collaboration with faculty, community, and peers. I encourage you to read and understand the information in it, especially our codes on professionalism and ethical conduct, as you will be required to complete the student handbook acknowledgment document before beginning your program of study.

Again, welcome to WSU, and congratulations on taking such an important step towards achieving your career goals.

Sincerely,

Melissa Neville Norton

Melissa NeVille Norton DNP, APRN, CPNP, CNE
Graduate Programs Director and Professor

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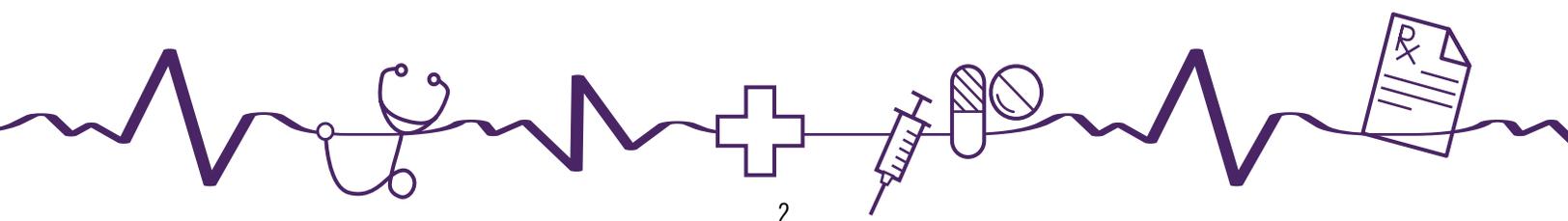
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Overview

The information in this handbook is designed for graduate students enrolled in the MSN nurse educator or nurse executive program emphasis or the post-master's certificate options. This handbook is a ready resource for you during your MSN studies here and is designed for admitted and enrolled students. Changes to the handbook will be communicated to students using their Weber email, graduate program bulletin board, or Canvas courses.

Student Handbook Acknowledgment

Part C of the Student Handbook serves as an additional resource for any student enrolled in the MSN program at Weber State University. All graduate students will acknowledge receipt of the ATDSN Handbook and upload a copy of their signed acknowledgment form in CastleBranch. Each student is responsible for reading and abiding by the information contained within the Student Handbook, the WSU Catalog, and WSU Student Code (PPM 6-22). Students will be provided with a link in their student CastleBranch account to complete this acknowledgment.

New Student Orientation

Congratulations on your acceptance to the graduate program. We are looking forward to meeting you. A real-time online orientation to the MSN program will be offered to students. Information regarding student orientation was given in the electronic acceptance packet. The orientation aims to develop a student-faculty community and provide essential information about the program before

students begin their coursework. Students are required to attend the conference in Zoom and provide documentation of attendance in CastleBranch. For questions regarding new student orientation, contact the graduate administrative specialist.

Student Involvement

Student representation and input are valued as active student involvement, ensuring quality and growth. Graduate students are encouraged to participate at graduate-level faculty meetings and serve on the university student senate or other WSU student community councils. Graduate faculty meetings are held monthly and can be attended remotely (Zoom) or in person. Contact the graduate administrative specialist or refer to the Graduate Bulletin Board on the nursing website for dates, times, and locations. Students are encouraged to keep in close contact with their faculty advisor by email each semester or more as needed. You will have the opportunity to work with an expert and caring faculty who can help you navigate online learning, course content, and the development of your future graduate project and residency. ATDSN faculty are experts in nursing leadership and education and are eager to assist but are also involved in teaching, research, clinical, and administrative practice.

MSN Curriculum

The MSN program with an educator or executive focus is full-time using an innovative block-schedule format allowing students to complete the program in three semesters. There is a study plan for both the nurse executive and nurse educator program

options. A study plan is emailed to every student on acceptance to the program and is available on the nursing website at <https://weber.edu/Nursing/MSN.html>. The MSN online courses utilize an innovative combination of block and semester-based teaching formats allowing students to focus their learning while completing two to three classes during two 7-week blocks. The block and semester teaching model recognizes, respects, and accommodates the complexity of student lives and facilitates a timely graduation, see the [WSU academic calendar](#). The WSU MSN Nurse Educator and Nurse Executive emphases are based upon program availability. If students want to change pathways, they must receive written approval from the program director.

Post-Master's Certificate Options for MSN Graduates

The purpose of the post-master's study program in education or administration is to provide nurses who already hold a master's degree in nursing an educational route to specialization in an area other than the one obtained in their master's or doctoral programs. The student's program of study contains didactic specialty courses in nursing education or administration with an optional 90-hour residency sufficient to allow the student to attain the program's role-specific competencies (RSCs). Post-master certificates can be completed in two semesters of study. Completion requirements and a study plan are given to students by email on acceptance to the program and are available on the nursing website at <https://weber.edu/Nursing/MSN.html>. Students must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate.

Block Teaching & Program of Study

The block model is structured around the idea that deep, active learning happens when students focus on fewer subjects and work in small online class communities where everyone is known and respected. The dynamic curriculum is designed to promote national guidelines and competencies that enable graduates to make a significant contribution to healthcare and the nursing profession. After completion of the program, graduates are prepared for doctoral-level education.

The block model consists of 7-weeks of intensive learning with students completing one online unit at a time, often within a week's time frame. Students can anticipate graduate-level course work, which includes more preparation and completion time than your undergraduate studies. The MSN project and student residency are taught in a 15-week semester format, allowing students to have additional time to develop student projects and complete a 90-hour student residency reflecting faculty preferred pedagogies appropriate for meeting the end of program student learning outcomes required in these courses. The MSN residency experience was determined using a 1:3 credit to clock hour based on WSU credit to clock hour policies.

Course Attendance

The MSN Nurse Educator and Executive course work are online and asynchronous. Attendance is documented by completing all assignments and participation discussions as outlined in each course. Students must complete a 90-hour community-engaged residency in nursing education or nursing administration as part of NRS 6700 and NRS 6400.

End of Program Student Learning Outcomes (EPSLOs) and Role Specific Competencies

The WSU ATDSN has adopted QSEN as the cornerstone of their SON Student Learning Outcomes (SLOs) and end-of-program student learning outcomes (EPSLOs). The six competencies include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The MSN end-of-program student learning outcomes (EPSLOs) and role-specific competencies (RSCs) are also derived from the American Association of Colleges of Nursing (AACN), the American Nurse Leader Competencies (AONL), and other national guidelines. MSN program sequencing is designed with increasing complexity as students' progress from core courses to educator and executive specialty

courses later in the program. The curriculum is designed to progressively move students towards learning mastery and demonstrated attainment of the Program EPSLOs and RSCs in course signature assignment.

The faculty continuously update the graduate curriculum based on evidence, faculty expertise, community input, national standards, and guidelines. The ATDSN established a method for assessing end-of-program student learning outcomes titled, *Signature Assignments*. Signature assignments are learner-centered to measure significant and essential learning that students should accomplish at the end of the program. Signature assignments focus on high-priority learning and are directly aligned to program EPSLOs and RSCs. Students must attain an 80% score or higher in graduate courses to progress in the program.



Table 1.0

MSN End of Program Student Learning Outcomes (EPSLOs) & Role Specific Competencies

| Annie Taylor Dee School of Nursing EPSLOs | MSN Program End of Program Student-Learning Outcomes | MSN Nurse Educator Role-Specific Competencies | MSN Nurse Executive Role Specific Competencies |
|--|--|--|--|
| PATIENT-CENTERED CARE | | | |
| Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs. | Lead collaborative patient-centered care environments that promote the development of nursing expertise. | Design contemporary program outcomes and curricula that prepare graduates to function effectively in patient-centered healthcare environments. | Foster a professional practice environment that supports multiple contexts, interdisciplinary roles, and patient-centered care. |
| TEAMWORK & COLLABORATION | | | |
| Function effectively within nursing and inter-professional teams, fostering communication, mutual respect, and shared decision-making to achieve quality patient care. | Apply evidence-based strategies to support intentional collaboration with interprofessional team members, communities, and other stakeholders. | Collaborate with other professions to maintain a climate of mutual learning, respect, and shared values. | Design high functioning interprofessional teams to lead healthcare initiatives to enhance the healthcare experience and strengthen outcomes. |
| EVIDENCE-BASED PRACTICE (EBP) | | | |
| Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. | Engage in the synthesis, translation, and application of evidence to improve health and transform healthcare. | Employ education principles, scholarship, and teaching modalities to lead the translation of evidence into nursing practice. | Advocate for the development of new or revised healthcare policies or regulations in the light of new evidence. |

QUALITY IMPROVEMENT

| | | | |
|---|--|--|--|
| <p>Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems, including participating in healthcare policy.</p> | <p>Employ established and emerging safety and improvement science principles to enhance care quality and minimize the risk of harm to patients and healthcare providers.</p> | <p>Incorporate quality improvement strategies in the development and evaluation of educational programs.</p> | <p>Develop efficient patient care models and policies that ensure high-quality care and compliance with regulatory requirements.</p> |
|---|--|--|--|

PATIENT SAFETY

| | | | |
|--|--|---|--|
| <p>Minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p> | <p>Utilize national safety resources to establish a culture of patient, provider, and work environment safety to lead team-based change initiatives.</p> | <p>Develop educational programs and curricula that incorporate national safety guidelines and resources to improve patient experiences and work environment safety.</p> | <p>Collaborate with stakeholders in implementing organizational process improvement initiatives that advocate for a culture of patient, provider, and work environment safety.</p> |
|--|--|---|--|

INFORMATICS

| | | | |
|--|--|--|--|
| <p>Informatics Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.</p> | <p>Manage systems-based processes and technologies that leverage information to improve the delivery of safe, high-quality healthcare in accordance with ethical, legal, and regulatory standards.</p> | <p>Utilize information technology to support educational practices and innovative teaching and to improve the quality of healthcare.</p> | <p>Manage system data alignment and comparative patient safety benchmarks to mitigate patient, provider, and workplace risk.</p> |
|--|--|--|--|

Student Communication

Notification of Changes in Policy/ Procedures

Changes in WSU policies are communicated to students through the campus student email (Wildcat) system and the WSU Student Announcements. All admitted nursing students can receive communication through the following methods: WSU student email accounts, program-specific bulletin boards, and Canvas courses communication tools.

WSU Email Account

Students will receive a custom WSU student email account. Program information, including updates or policy changes, will be sent to students' email accounts. The student's responsibility is to monitor this account regularly for program communication. Students will be held responsible for the information distributed through their student email. Changes to student contact information should be sent to the Graduate Programs Administrative Assistant by email within two (2) weeks of the change.

MSN Student Bulletin Board

The MSN Nursing Bulletin Board contains essential information and resources for students. Contact information for the Graduate Director, administrative assistant, and Enrollment director is located on the MSN Nursing Bulletin Board. Students must access the Bulletin Board frequently for updates during their program of study at WSU. Students will be held responsible for the information distributed through the Bulletin Board. The Bulletin Board is available at the WSU Nursing website under the student resources tab. The MSN Bulletin Board is a password-protected website

that provides students with timely program information and updates.

Canvas Courses

WSU uses the Canvas Learning Management System (LMS) to support student learning and program outcomes. Course communication with faculty will occur through the Canvas Learning Management System (LMS). Visit the [online tutorial](https://www.weber.edu/online/rapidOnlineStudentSupport.html) (<https://www.weber.edu/online/rapidOnlineStudentSupport.html>). It is recommended that students complete an online Canvas training course before beginning their first semester of learning. Students are required to send all course-related emails to faculty in Canvas. Students will have access to their courses in canvas on the first day of each semester. For additional help, Canvas support is available 24/7 at (877) 215-0831, support@instructure.com, or click the "Help" menu in Canvas for a live chat.

Academic Advisement

Students are assigned a SON faculty advisor after admission to the graduate program. Students' advisors are encouraged to contact students within the first three (3) weeks of each semester in which the student is enrolled. Students will be emailed the name and contact information for their faculty advisor, and the advising list will be available on the MSN Bulletin Board. It is recommended that you reach out to your advisor and introduce yourself. If you have any concerns or issues, please contact your advisor immediately to promptly resolve any problems (i.e., class schedule addition or deletions, transcript issues, etc.). The Enrollment Director and Graduate Programs Director are also available for additional student support.

CatTracks & Student Advisement

CatTracks is a web-based tool that allows the student and advisor to monitor progress towards degree completion and graduation. Please check your degree evaluation in CatTracks and make sure your major is updated to reflect Nursing. If your major is not listed as Nursing, contact the MSN Administrative Assistant. Contact the Enrollment Director if any discrepancies or concerns arise regarding your CatTracks report.

Degree Requirements

Credit Hour Requirement

A minimum of 30 credit hours beyond the bachelor's degree is required for any Weber State University master's degree. Additional course work or projects may be required due to graduate program accreditation standards or specialized professional Master's degrees. At least two-thirds of the credits in any master's degree program (including thesis or project) must be received from Weber State University.

GPA Requirement

A minimum cumulative grade point average of 3.0 (B- in coursework) is required to complete a graduate degree. The nursing department determines individual course grade requirements.

Time Limit for Degree Completion

Based on accreditation requirements by the Accreditation Commission for Education in Nursing (ACEN), on-time graduate program completion rates are calculated for students beginning with enrollment on the first day of

the semester in their first graduate nursing course (NRS 6190) and ending in the third semester with completion of the residency courses (NRS 6700/6400). The expected level of achievement is that 80% of graduate nursing students will graduate from the MSN program on time in three semesters of study.

According to WSU policies, all degree requirements must be completed within six years from the semester of entry into a Weber State University graduate program. A graduate student's catalog will be the catalog in effect the Fall Semester of the academic year when he or she enrolls in the graduate program following formal admission into that program. Graduate programs may impose an age limit on graduate credits completed prior to entering a program. The graduate program must approve any exceptions to the above requirements.

Transfer Credits and Graduate Program Residency Requirements

Transfer credit is accepted according to procedures that provide adequate safeguards to ensure high academic quality, relevance to the students' programs, and integrity of the receiving institutional degrees. The graduate nursing program may award nine (9) transfer credits. Transfer credits cannot replace required residency credits. The graduate program must approve all transfer credits, imposing minimum grade requirements or age limits on such credits. A review of transcript credits must be requested by the student and will be considered as taken in the semester of transfer for timely degree completion. The final decision in accepting transfer credit is the receiving institution's responsibility and program director or department chair.

Out of State Non-Resident Tuition Waivers

A non-resident student may be eligible for a full or partial non-resident tuition waiver. This graduate tuition waiver is awarded individually to academically qualified students. For more information, contact the graduate program director or the enrollment director.

Student Policies & Procedures

Graduate students are expected to make continuous progress in the graduate program through full-time registration. Exceptions may be made in the event of a significant life event. The student must have written approval from the Graduate Programs Director before withdrawing from course work. All credits counted toward the MSN degree, including transfer credits and the MSN scholarly project, must be earned within three years, beginning with the first semester of full-time enrollment. All graduate nursing courses require a grade of “B-”80% or better. If a grade of B- is not obtained in a course, the student cannot progress in the graduate nursing program until they successfully repeat the course with a B- or higher. The course must be repeated at the next available semester, and a satisfactory grade must be achieved. Students may continue to register for additional coursework as approved by the Graduate Programs Director. With written approval from the Graduate Programs Director, the student may officially withdraw from the course, or the letter grade for the course remains on the transcript and is calculated into the cumulative GPA. A total of one readmission is allowed in the MSN or Post MSN Certificate programs (including course failures and withdrawals with or without evaluation).

Graduation Program Requirements

The student’s responsibility is to ensure that all necessary WSU graduation requirements are completed and submitted to the graduation office before the graduation deadline. Students must complete the WSU online application for graduation by the deadline according to the online instructions and check-in with their faculty advisor or the Enrollment Director at least a semester before the intended graduation.

Program Compliance and CastleBranch Documentation

Graduate Students must purchase and use CastleBranch for required materials and documents as described in parts A & B of the student handbook. Documents must be kept current in CastleBranch throughout the program. This includes flu shots, CPR, immunizations, background checks, drug tests, etc. Failure to keep ALL required student documentation, including overdue and rejected items up-to-date in CastleBranch, will result in a 2% grade deduction weekly in designated nursing courses until all CastleBranch requirements are met.



NCLEX-RN Licensure

All admitted applicants to the Master's of Science in Nursing (MSN) Program must have an unencumbered Registered Nurse (RN) License in the State the student resides. Applicants admitted may begin the MSN program without having passed NCLEX-RN but are required to pass the exam and submit certification documentation to the graduate administrative assistant during the program's first semester to progress to the 2nd semester of the program.

Graduate Student Badge

Every student must have and wear a photo ID nursing badge during their residency. Students must wear their badges during student residencies, implementation of projects, or during clinical rotations. To obtain a student badge, make an official request through the WSU Bursar's Office. You may pay online through your student Weber Portal. The information necessary for payment is found on the Badge Payment Form. Students must wear professional attire in their photos. No sunglasses, badges, flowers, backpack straps, writing, or any accouterments are visible. FNP students must wear their approved FNP lab coats in their photos. You must email the photo to the graduate administrative specialist and declare which graduate program you are enrolled in. Student badge photos or other student photos may be used for WSU common stock distribution, social media, or marketing purposes. Contact the graduate administrative specialist if you do not want your photo shared publicly.

MSN Project Requirements

The Master's project is the culminating demonstration of scholarship acquired during the MSN program, including mastery of

a focused area of knowledge in advanced nursing practice—education or administration. The MSN project allows students to create an evidence-based quality improvement project during their second (NRS 6801) and third (NRS 6802) semesters of study. These courses provide the graduate nursing student with the necessary skills, scholarship, and practice to prepare for an advanced nursing project in education or leadership. Students collaborate with a dedicated graduate faculty member during the course series to develop a quality improvement project at their workplace or community that can be later implemented following graduation. Information and guidelines for completing this program requirement are provided at new student orientation and in the MSN Project Handbook. As part of the scholarly process, students complete and present a professional poster on their project. Check out our examples of [MSN student poster presentations](https://www.weber.edu/Nursing/2020MSNPosters.html) (https://www.weber.edu/Nursing/2020MSNPosters.html). Suppose the student has completed all Master's coursework but has not yet completed the Master's project graduation requirement. In that case, the following conditions must be met to remain in the Master's program: The student must register and pay for a minimum of one credit for the NRS 6860 *Graduate Directed Readings* for each consecutive academic semester until the student fulfills all requirements associated with the Master's project requirements.

Student Residency

The MSN residency provides students with the opportunity to build competence and confidence while strengthening skills and transitioning into the role of the professional nurse educator or nurse administrator. Students work with dedicated and experienced preceptors in various educational and leadership settings. The practicum experience offers students an opportunity

to apply the knowledge and skills obtained in didactic courses to 90 hours of professional experience helping further prepare students for an advanced practice role in education or administration.

Academic Writing & Professional Communication

Academic writing and professional communication are essential competencies for students to develop further in the graduate program. Graduate students are expected to write at a high degree of precision but enter graduate school with varying scholarly writing abilities. The ATDSN graduate programs have developed structured approaches to integrate writing and communication skills across the curriculum and promote the development of students' scholarly writing abilities.

Foundations for Graduate Nursing Student (NRSG 6190)

This foundational course is required for the first semester of the program. NRSG 6190 is a one-credit hour online course that provides incoming graduate students with nursing communication proficiencies required for course work and scholarly projects. This course will develop the knowledge and skills required for graduate scholarly projects, scientific community dissemination, and professional workplace collaboration.

Grammarly Premium

Scholarly academic writing skills are a focus of the graduate program. All graduate students must purchase and utilize [Grammarly Premium](https://www.grammarly.com/premium) digital writing assistant throughout the entire program (<https://www.grammarly.com/premium>). Grammarly's online writing assistance and plagiarism tools encourage polished grammar, better overall

wordsmithing, and a professional writing style. In addition, Grammarly Premium has an academic feature, which includes the following options to support graduate scholarly writing:

- Clarity-focused sentence rewrites for hard-to-read sentences
- Tone adjustments
- Plagiarism detection
- Formality levels
- Fluency

For additional resources on academic writing, professional communication, tutoring, and paper review and feedback, please see WSU Writing Center under Student Resources.

Portfolium

Students must complete an orientation to Portfolium course as part of the student orientation process. Portfolium is a password-protected online platform where students can showcase their achievements to faculty, peers, and employers on their very own webpage. We like to call these "folios." Each student will begin a student "folio" upon entry into their program, add to it during their courses, and finish the folio in their final project course. Student folios will be utilized throughout graduate programs to provide evidence of student learning outcomes, competence, and role-specific competencies (skill mastery). The student folio will also serve as a professional repository that students can use when seeking future employment or career opportunities. Students will be instructed step by step in their courses regarding the assignments and other artifacts to be added to their portfolios. Completed student folios will be used to collect evidence for program assessment in evaluating student-learning outcomes and as a repository of student work for program accreditation purposes.

Parking

Student parking or visitor parking is available to students. Students must use designated parking at the fee determined by the University. When on campus, students may purchase a W lot pass or a visitor parking pass by visiting [Parking Services](https://www.weber.edu/financialservices/Parking_Permits.html) (https://www.weber.edu/financialservices/Parking_Permits.html).

Student Feedback

Students will have the opportunity to provide input regarding courses, clinical facilities, labs, faculty, and overall experience at the end of each semester and upon the program's conclusion. We would also like to extend the opportunity for all Graduate students to attend faculty curriculum meetings or serve as graduate student representatives. Graduate faculty meetings will be posted on the Graduate Student bulletin board. Please send an email to the Graduate Programs Administrative Assistant, Lynda Blanch, if you are interested in attending any of these meetings this year. If you cannot participate, one of the Administrative Assistants will be posting curriculum and evaluation meeting minutes on the graduate student bulletin board to give all students the opportunity of reviewing them and provide individual feedback to their faculty or at the program level.

Sigma Theta Tau International Nursing Honor Society Nu Chapter

The purpose of Sigma is to participate in and recognize achievement and leadership in nursing. Full-time MSN students are eligible candidates for this society $\frac{1}{4}$ of the way through the program; however, RNs are qualified as community leaders

in the first semester. Members pay an annual fee and receive official publications, chapter-sponsored education, and voting membership. Students are offered a significant membership discount. Graduate students interested in applying for membership can speak with their MSN faculty advisors. A \$500.00 to \$1,000.00 graduate scholarship is awarded annually by the Nu Nu Chapter.

Student Resources

At WSU, students are the priority, and there are numerous financial, mental, physical, and academic resources available for students; for information, visit the [Student Affairs](https://www.weber.edu/studentaffairs) website (<https://www.weber.edu/studentaffairs>). Some university resources that graduate students typically utilize are highlighted in this handbook.

WSU Writing Center

The mission of the WSU Writing Center is to promote students' academic success and life skills development by providing free drop-in and appointment tutoring during the day, evening, and weekend hours, for students writing in courses across the curriculum. The [Writing Center](https://www.weber.edu/writingcenter) is located at Elizabeth Hall, Room 210 (<https://www.weber.edu/writingcenter>).



WSU Student Health Center & Counseling Center

The WSU Student Health Center provides quality, cost-effective health services. All students who have a current student ID and are registered students may use the student health services. Please bring an ID card. Services are provided at low or no cost, and insurance is not required for students to use the Health Center. The [Student Health Center](https://www.weber.edu/healthcenter) is located at the Student Service Center, Room 190 (<https://www.weber.edu/healthcenter>). The [Counseling Center](https://www.weber.edu/CounselingCenter/) provides short-term counseling, crisis intervention, and consultation to students. Services are offered online and on-campus (<https://www.weber.edu/CounselingCenter/>).

WSU Financial Aid & Scholarships

Weber State University offers more than \$90 million in federal financial assistance and offers walk-in, online, and phone assistance for all students. Information regarding financial aid and grants is available through the [Financial Aid Office](https://www.weber.edu/financialaid) in the Student Services Building, Suite 120 (<https://www.weber.edu/financialaid>).

In addition to WSU Financial Aid Services, scholarships are available to ATDSN students. Nursing Scholarship information is found on the program's Student Bulletin Board. Nursing scholarships are available to graduates, and students are encouraged to apply. Information regarding scholarships can be found on the [Nursing Bulletin Board](https://www.weber.edu/Nursing/BulletinBoard.html) (<https://www.weber.edu/Nursing/BulletinBoard.html>).

Online Technology Requirements

All entering nursing students are made aware of the program delivery format and are advised of the importance of personal

technology needs at program orientation. Information, technology requirements, and policies specific to nursing students are provided in each program. WSU provides many software applications which can be installed on your campus-owned workstation through the network or the Virtual lab using a browser. Campus software can be installed through the [WSU Software Center](https://www.weber.edu/ITDivision/Software_Center_Guide_PC.html) (https://www.weber.edu/ITDivision/Software_Center_Guide_PC.html) on Windows machines or through the [Self Service App](#) on macOS. Access software from the [Virtual Lab](#) off-campus using a browser and internet connection.

Information Technology Support

The WSU Computing Support Services provides all nursing students technical support with WSU Online software and general networking concerns. Students requiring computing or technology support may contact the 24/7 computing and technical resource hotline (801-626-7777). Computing support is also available online, where a student can “chat” with a support technician 24/7 (<http://help.weber.edu/>). The technical specialists that staff the computing and technical resource hotline assist callers with many computer and technical issues and concerns. These issues and concerns include general questions related to the caller's computing hardware, accessing and using WSU online resources, and user problems with the software applications supported by the WSU Information and Technology Center. A Help button supports questions related to WSU's online educational software (Canvas) within each course that offers a 24/7 Live chat, a 24/7 Canvas Support Hotline (877-215-0831) as well as [Canvas guides](https://guides.instructure.com) and student tutorials (<https://guides.instructure.com>).

Adobe Creative Cloud

The Information Technology Division is pleased to announce that Weber State University's (WSU) partnership with Adobe has extended to a five-year contract to include Creative Cloud licenses for students. Students can now download any Creative Cloud app on up to two devices at a time. This allows students to use Creative Cloud apps on their devices from home or on the go. Students can obtain a license by visiting <https://www.weber.edu/adobe> and requesting a license using their @mail.weber.edu email address. This license must be renewed every year in August for continued use of the Creative Cloud license.

Stewart Library

The WSU Stewart Library provides graduates with online access to numerous academic resources and databases in addition to books, periodicals, and documents. A dedicated health science librarian is also available to students for consultation and assistance. <https://library.weber.edu/>.

Nursing Graduate Student LIB Guide

A nursing LIB guide was designed specifically for graduate nursing students. It is a library

portal to a collection of scholarly writing and a library to assist with graduate-level courses and projects. Access the Stewart Library, [Nursing LIB guide](https://libguides.weber.edu/c.php?g=1168888&p=8537179) (<https://libguides.weber.edu/c.php?g=1168888&p=8537179>).

IBM SPSS Statistics

SPSS is a statistical software platform utilized by MSN students to input and interpret complex data sets quickly to ensure high accuracy and quality decision-making.

Qualtrics XM

Qualtrics is a tool utilized by MSN students to collect online, anonymous project data using a simple survey link. Qualtrics is capable of providing descriptive statistics and demographic data in real-time.

WSU Bookstore

Student textbooks and other required course materials are available online or in-person on campus through the WSU Bookstore or general book resellers.



Course Communication Guidelines

During your online degree program, you will frequently be asked to participate in online discussions and occasionally do peer reviews of your classmates' work. Here are general guidelines to help you successfully communicate as you learn online.

- 1. Make sure identification is apparent in all communications.** Begin with a salutation ("Hello Ann,") and end with your name (Peter).
- 2. Review what you wrote and try to interpret it objectively.** When writing, we must strive twice as hard to be understood, as we do not benefit from modifying or elaborating in real-time. Do not use all caps ("I'M SHOUTING") or exclamation points ("Give me a break!!!"), which can be misinterpreted as intense anger or humor without the appropriate context.
- 3. If you wouldn't say it face to face, don't say it online.** When you're working online, you're safe behind a screen, but that's no excuse to be ill-mannered or say things you would never say in public.
- 4. Don't assume everyone understands where you're coming from.** Sarcasm and wit are often the spice of in-person conversation, but in an online discussion, it can not only lose its edge, it can bite! All students were the same age, came from similar backgrounds, and lived in the same area in your high school classroom. In contrast, your online classroom comprises people of all ages and cultures who have varied backgrounds, lifestyles, and geographic locations. With this in mind, review what you wrote before contributing to the conversation and ask yourself, "Will *everyone* get the joke?"
- 5. Don't spam.** Please don't take advantage of your connection with the other students or faculty in your online classroom to forward emails and links regarding your political/spiritual beliefs.
- 6. Respect others' privacy.** Don't give out another student's contact information without permission.
- 7. Remember, if it's on the internet, it's everywhere.** Don't share personal information about yourself online or in public.
- 8. Plagiarism/Academic Writing.** Ensure that you follow online discussions and assignment guidelines for instructions related to academic integrity and student expectations; online forums also have rules of conduct. Make a point to read them every time, as they can vary from class to class. If instructions are not given, rely on APA guidelines and, when in doubt, cite them.
- 9. The benefit of the doubt.** If you're offended by something another student says online, keep in mind that you may have misunderstood their intentions. Please give them the benefit of the doubt.