Welcome

Welcome to the beginning of your graduate education at Binghamton University’s Decker School of Nursing.

We hope you will find this presentation informative.

Please know that we are here in the Graduate Program Office to assist you in navigating through your program.

Here are some key people within the Decker School that you should know.
# Important Contacts

| Graduate Program Office | Nicole Rouhana, PhD, FACNM, FNP-BC  
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Senior Academic Advisor for Graduate Nursing Programs  
Academic Building B, Room 110A  
607-777-4614  
jorton@binghamton.edu | Suzanne Williams  
Secretary,  
Graduate Program Office  
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607-777-4712  
srwillia@binghamton.edu |
| --- | --- | --- |
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| Dean’s Office | Mario Ortiz, RN; PhD; PHCNS-BC, FNP-C; FNAP  
Dean and Professor  
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Decker School of Nursing: [binghamton.edu/dson](http://binghamton.edu/dson)  
Graduate School at Binghamton University: [binghamton.edu/grad-school](http://binghamton.edu/grad-school)
Mario R. Ortiz, RN; PhD; PHCNS-BC, FNP-C; FNAP is dean and professor of nursing at Binghamton University's Decker School of Nursing. He is also co-interim director of the school's Kresge Center for Nursing Research.

He has a record of success in developing healthcare programs, has established and nurtured critical partnerships with healthcare providers, and has a rich portfolio of faculty and staff development. He has garnered more than $8 million in endowments and grants.

Ortiz is a respected scholar in national and international arenas, where he focuses on nursing theory-guided research and practice. His recent scholarly work focuses on universal living experiences, such as human suffering and working. Ortiz serves on the referee panels for the Journal of Holistic Nursing and the Journal of the Association of Nurses in AIDS Care. He is the contributing editor of the “Leading-Following Perspectives” column in Nursing Science Quarterly.

He has taught graduate and undergraduate courses in nursing theory, community health nursing, family nursing, and nursing leadership and management. Ortiz is a board certified community/public health nurse specialist and family nurse practitioner, and continues to work with community agencies in this role. He uses the Rainbow PRISM model, based in the humanbecoming paradigm, as a guide to practice with persons in the community. Ortiz has worked in both acute care and community-based settings with experience in various roles as a staff nurse through administration.

Ortiz earned bachelor's degrees in nursing and in the history of the arts, as well as a master's degree in nursing from Valparaiso University. He also earned a PhD in nursing from Loyola University, Chicago, where he studied with internationally known nurse theorist, Rosemarie Rizzo Parse.

He is a member of Sigma Theta Tau International and is a fellow in the Nursing Academy of the National Academies of Practice.

Mario Ortiz is dean and professor of nursing at Binghamton University's Decker School of Nursing. He is also co-interim director of the school's Kresge Center for Nursing Research. He has a record of success in developing healthcare programs, has established and nurtured critical partnerships with healthcare providers, and has a rich portfolio of faculty and staff development. He has garnered more than $8 million in endowments and grants. Ortiz is a respected scholar in national and international arenas, where he focuses on nursing theory-guided research and practice. His recent scholarly work focuses on universal living experiences, such as human suffering and working. Ortiz serves on the referee panels for the Journal of Holistic Nursing and the Journal of the Association of Nurses in AIDS Care. He is the contributing editor of the “Leading-Following Perspectives” column in Nursing Science Quarterly. He has taught graduate and undergraduate courses in nursing theory, community health nursing, family nursing, and nursing leadership and management. Ortiz is a board certified community/public health nurse specialist and family nurse practitioner, and continues to work with community agencies in this role. He uses the Rainbow PRISM model, based in the humanbecoming paradigm, as a guide to practice with persons in the community. Ortiz has worked in both acute care and community-based settings with experience in various roles as a staff nurse through administration. Ortiz earned bachelor's degrees in nursing and in the history of the arts, as well as a master's degree in nursing from Valparaiso University. He also earned a PhD in nursing from Loyola University, Chicago, where he studied with internationally known nurse theorist, Rosemarie Rizzo Parse. He is a member of Sigma Theta Tau International and is a fellow in the Nursing Academy of the National Academies of Practice.
Pamela Stewart Fahs, PhD, RN, is associate dean for academics, director of PhD programs, a professor of nursing, and the Dr. G. Clifford and Florence B. Decker Chair in Rural Nursing at Binghamton University's Decker School of Nursing.

Her area of research is focused on cardiovascular disease in rural populations. She has built a research trajectory over the years, combining her expertise in cardiovascular disease, passion for rural healthcare, and community-based participatory research.

Fahs was awarded a PhD from the University of Alabama at Birmingham in 1991, her Master of Science degree with the family nurse practitioner and clinical nurse specialist certifications from Binghamton University, Decker School of Nursing in 1985 and her Bachelor of Science in nursing at the University of Kentucky in 1983.

Fahs has been published in some of the top journals in her discipline such as Nursing Research, Annual Review of Research and Journal of Nursing Scholarship. She has also had work published in interdisciplinary journals such as Journal of Adolescent Health and most recently, the Journal of Rural Health.

Fahs has successfully sought funding from a variety of sources ranging from local and regional nonprofit organizations to national professional organizations and the National Institutes of Health (NIH).

Fahs can be reached at psfahs@binghamton.edu. Her office is located in Academic Building B, Room 315B.
Nicole Rouhana, PhD, FACNM, FNP-BC is director of graduate nursing programs at the Decker School of Nursing.

Rouhana’s areas of scholarly interest (practice, education, and research) are midwifery care of vulnerable populations, rural healthcare, international health of women and children, post-menopausal sexuality, HPV and HPV vaccine acceptability.

Rouhana cares for women and children living in rural counties in New York and Pennsylvania and has attended to more than 2,000 births. She completed a master’s degree in nursing from Binghamton University in 1996. To provide more comprehensive care for the families she cared for, she completed a post-masters certificate as a family nurse practitioner at Stony Brook University in 1999 and has been continuously certified. Her decision to return to school to pursue her doctoral studies at Binghamton University's Decker School of Nursing, demonstrates Rouhana’s determination to advance public health and improve maternal child health outcomes.

Her doctoral research focused on exploring parents’ attitudes regarding the immunization of their male children against the human papillomavirus (HPV) vaccine in two of the most rural counties in New York state, which have a higher incidence of cervical cancer than the rest of the state.

As a fellow in the American College of Nurse Midwives, she is recognized nationally for 30 years of care to women and families. Rouhana is active in the American College of Nurse Midwives Division of Education, serving as the section chair of the Online Continuing Education Committee and the American College of Nurse Midwives Division of Research. She is a member of several professional associations including the American Nurse Association, Zeta Iota chapter of Sigma Theta Tau, International; the National Rural Health Association (where she completed an NRHA Fellows Program); and the Rural Nurse Organization (where she acts as the chair of Membership Committee). She is a member of New York State Association of Licensed Midwives.

Students may make an appointment to meet with Dr. Rouhana by e-mailing Graduate Program Secretary Suzanne Williams.
Jennie Orton is senior academic adviser for graduate nursing programs at the Decker School of Nursing. She has worked at Binghamton University and the Decker School since 2001.

Orton supports graduate nursing students’ academic success from their first contact when inquiring about programs of study to the final semester leading to an advanced nursing degree and graduation.

Orton manages daily operations in the Graduate Nursing Office while providing individual and unique academic advisement to each student in relation to curricular program progression and in meeting degree requirements. She assists students with course registration as needed while also providing general advisement. She facilitates student compliance and understanding of the policies and procedures of the University, the Graduate School, and the Decker School as these rules govern students’ enrollment to successful degree completion.

She also serves on the Decker School’s Graduate Admissions and Academic Standards committee, Doctor of Nursing Practice Curriculum Committee, and Master’s Curriculum Committee informing faculty and staff about the policies and procedures of the University, the Graduate School, and the Decker School as needed.

Students may make an appointment to meet with Orton via email at jorton@binghamton.edu. Her office is in Academic Building B, Room 110A.
Suzanne Williams

Suzanne Williams is the Decker School of Nursing graduate program secretary.

She provides administrative support to Director of Graduate Programs Dr. Nicole Rouhana, Director of PhD Programs Dr. Pamela Stewart Fahs, and Senior Academic Adviser for Graduate Nursing Jennie Orton.

Williams handles Rouhana’s calendar and makes appointments on behalf of students who wish to meet with her. She can be contacted by email at srwillia@binghamton.edu or by phone at 607-777-4712.
Timothy Leonard

Tim Leonard, MS, RN, CRNP, FNP-C, is the Decker School of Nursing’s graduate clinical site coordinator. He is the person you will work with to complete all Decker School health requirements, as well as to secure your clinical placements for any course that has a clinical component.

**All** questions regarding graduate student health requirements or clinical placements should be directed to Leonard via email at tleonard@binghamton.edu.

His office is in Academic Building B, Room 116.
Rebecca Christophersen

Rebecca (Becky) Christophersen is the graduate clinical liaison for the Decker School.

Christophersen performs clinical site visits on behalf of the Decker School in settings where our students have been placed for precepted experiences. She also actively maintains and develops clinical contracts with affiliating agencies and/or preceptors with whom our students work to meet their clinical course objectives.

Christophersen may be contacted via email at christop@binghamton.edu. Her office is in Academic Building B, Room 214.
Tracie Conklin

Tracie Conklin is the assistant dean of administration and finance at the Decker School of Nursing. She oversees all aspects of the Decker School’s financial management and building operations.

Conklin’s office is located in the Decker School of Nursing Dean’s Suite, Academic Building B, Room 108.

Students may make an appointment to meet with Conklin by sending an email request to tconklin@binghamton.edu.
Melissa Spencer

Melissa Spencer is the assistant to the Decker School of Nursing Dean Mario Ortiz. She actively supports Dean Ortiz with special projects and programming.

Spencer also handles Dean Ortiz’s calendar. Students wishing to make an appointment with the dean outside of published open office hours should email Spencer at spencerm@binghamton.edu.

Her office is located in the Decker School of Nursing Dean’s Suite, Academic Building B, Room 108.
Program Overview

**IMPORTANT**: Right-click on any link that appears on the slides that follow, and then select “open hyperlink” from the drop-down menu that appears to jump to the designated webpage.
Subscribe to the Listserv

Students are required to subscribe to the graduate student listserv(s) and are expected to regularly check their Binghamton email account for messages. Students are held accountable for information and instructions distributed via listserv(s).

How to self-subscribe
1. Compose an email message from your Binghamton University email account addressed to: listserv@listserv.binghamton.edu.
2. Leave the subject field of the message blank.
3. **ALL** graduate students subscribe to the listserv “GRADNURSE-L” by typing the following text in the body of an email message:
   • SUBSCRIBE GRADNURSE-L First name Last name (e.g., subscribe GRADNURSE-L Louise Smith)
4. **ONLY PhD** students subscribe to “PHDNURSE-L” by typing the following text in the body of an email message:
   • SUBSCRIBE PHDNURSE-L First name Last name (e.g., subscribe PHDNURSE-L Louise Smith)
5. Send the message

Notes
• If you wish to forward your B-Mail (Binghamton University email) account to your personal, preferred email account, you may do so by following directions found at: binghamton.edu/its/email/forwarding.html. This way you need to check only one account for electronic messages (the account you prefer).
• Electronic mailboxes fill to capacity if left unchecked. This causes message delivery failure—until the mailbox is emptied by deleting old messages. Missed/rejected messages due to your mailbox being over capacity are not resent.
• For more information on listservs, see the Binghamton University Computer and Network Usage Policy at: binghamton.edu/its/email/listservs.html.
As a Binghamton University graduate student, you are required to adhere to all policies found online in the University’s Graduate School Manual.

It is strongly recommended that you review the policies and procedures in the Graduate School Manual, especially when you have policy or procedure questions. The manual is a necessary resource to be referenced throughout your graduate nursing education at Binghamton University.

As a Decker School of Nursing student, you are also responsible for the policies specific to the Decker School. DSON’s Graduate Student Handbook is also available on the web.

Again, it is strongly recommended that you review the content and use the handbook as a resource throughout your tenure as a graduate nursing student. All students are required to sign a “Student Acknowledgement Signature Form” which indicates their receipt of policy and procedure information and awareness of same. Graduate Program Secretary Suzanne Williams will provide a copy of this form to each new student and stipulate return deadline.

Tip: Bookmark these web sites for future reference!
Academic Honesty

Academic honesty is a critical element of graduate education at Binghamton University and the Decker School of Nursing.

Students are responsible for maintaining the integrity of and hold individual responsibility for their course assignments. Failure to do so is a violation of the academic honesty policies of both the University and the Decker School of Nursing.

See the University policies on academic integrity and the Student Academic Honesty Code. These links will also allow you to review violation category definitions per the University's academic honesty policies. For more information on academic honesty at the University level (including forms), see the University provost's website.

See the DSON Academic Honesty Policy in the DSON Graduate Student Handbook for department-specific procedures regarding academic honesty.

Students will receive an academic honesty document. Students are required to sign and submit a copy of the academic honesty form to Graduate Program Secretary Suzanne Williams to acknowledge your receipt and awareness of the policies to which you must adhere.

Contact Williams at srwillia@binghamton.edu. Her office is located in AB 110.
Computer and Technology Requirements

Graduate students need to have the appropriate computer software to be successful.

Review the University’s [technology website](#) for comprehensive information and helpful links.
Name or Address Change / Manage Your Contact Information

Make sure you make any changes to your personal data by using the Registrar’s website. Forms for changes are available online.

Also notify Graduate Program Secretary Suzanne Williams regarding changes to your contact or personal information, so she may update the DSON database.
Required Health Forms

The Decker School of Nursing has more stringent health requirements to which students are held than are required of the general student body of Binghamton University. DSON’s health forms and information regarding the requirements are available here.

Decker Student Health Services (the University’s health center) accepts the Decker School of Nursing’s annual health evaluation form. However, the Decker School does not accept the Health Services form, as it does not meet DSON requirements.

Complete all DSON health requirements and submit them to Castle Branch Medical Document Manager; send a copy of the health evaluation form to the Decker Student Health Services Center; and keep a copy for yourself.
Graduate School Links for Forms and Info

Attending graduate school often requires that graduate students complete and submit Graduate School forms such as those for Late Add/Drop Course; Petition for Extension of Incomplete Grade, etc.).

Check out the full list of Graduate School forms that are only available online and by visiting the [Graduate School website](#). Also check out the [new student homepage](#) located on the Graduate School website, which has links to a wealth of resources. The content on this webpage is invaluable when starting your program and throughout your educational journey as a graduate student.

*Tip: Bookmark these sites for future reference!*
Helpful Links

New Graduate Student Checklist
binghamton.edu/grad-school/admissions/new-graduate-students/index.html

Dates and Deadlines for the Semester
binghamton.edu/registrar/deadlines.html

Graduate Student Forms
binghamton.edu/grad-school/resources/forms.html

Graduate School Manual
binghamton.edu/grad-school/resources/policies-procedures/manual/index.html

DSON Graduate Student Handbook
binghamton.edu/dson/graduate/handbook-1-1.html

University Registrar
binghamton.edu/registrar/

Schedule of Classes
binghamton.edu/registrar/students/course-registration/schedule-of-classes/index.html

How to Register (step-by-step instructions)
binghamton.edu/registrar/students/course-registration/how-to-register.html

Confirmation of Enrollment
binghamton.edu/registrar/students/course-registration/confirmation-enrollment.html

Student Accounts
binghamton.edu/student-accounts/

Financial Aid
binghamton.edu/financial-aid/index.html
Continuous Registration

All graduate students must maintain continuous registration every major semester.

Graduate students who fail to register for at least one credit each fall and spring semester risk being severed from enrollment at the Graduate School unless an official leave of absence is granted by the Graduate School.

Students may also opt to withdraw for one semester or from the University with plans to resume study in the future, but reapplication for re-admission is required to return as a graduate student.

See the Graduate School Manual to review the Continuous Registration, Leave of Absence, and Withdrawal policies in full.
Course Add/Drop

- Courses may be added to or dropped from the student schedule through the official add/drop deadline: Monday, January 29, 2018 until 11:59 p.m.

  - **NOTE**: Tuition liability is established by the State University Board of Trustees and is published via the Student Accounts web site. **See**: Tuition Adjustment and Refund Schedule. Tuition refunds diminish beginning the second week of class—before the drop-delete deadline of January 29.

- The University’s [academic calendar](#) lists all registration and academic related deadlines.

- After the add/drop deadline has expired, students must acquire department assistance to adjust their course schedule.

- After the published Withdrawal Deadline, students are required to submit a [Late Add/Drop/Withdraw petition](#) to the Graduate School for any schedule adjustments, and a late fee for each transaction processed is assessed by Student Accounts.

- Additionally—Students who drop a course after the add/drop period receive a grade of “W” (Withdrawn) on the transcript. **It is not possible to have a withdrawn course grade removed from the transcript after the add/drop deadline has passed**.

- The number of credits you are registered to take may affect tuition, billing, financial aid and academic progress.
Billing

Course registration generates a tuition bill.

Student Accounts sends semester E-Bill notifications via email to the student’s Binghamton University email address. The E-bill notification includes the balance due, the due date, and a link to access the E-bill statement online via QuikPAY.

See the Student Accounts billing procedures and policies webpage for full information.
Academic Advisement

Students are assigned a faculty academic advisor based on their major of study (and/or clinical specialization, when appropriate). A student’s assigned faculty academic advisor will be identified prior to the start of spring semester classes. Students will receive an email notification with their assigned advisor’s contact information.

Each student is expected to meet with their assigned faculty academic advisor at least once per semester. This ensures registration for the appropriate classes takes place each semester and that a student makes appropriate progress toward award of degree.

It is recommended that students take notes during advisement appointments and/or to acquire a copy of faculty advisement recommendations/notes for reference.
Independent Study

Students are strongly encouraged to take existing classes. Independent study may be appropriate, but it is not the norm to degree completion.

Students who wish to study an elective topic other than what is offered must seek a DSON faculty member to request independent study.

Faculty, at their discretion, may agree to be instructor of record for an independent study and must sign off on a completed Independent Study (IS) form prior to student registration. IS forms are available from Jennie Orton by email request; she processes the IS registration. Students cannot self-register for independent study.

If clinical hours are to be a component of the independent study course, DSON’s Clinical Site Coordinator must be notified by the faculty of record and/or student. All clinical placements are made through the clinical site coordinator’s office.

A $35 malpractice and liability fee is assessed in addition to tuition and fees for a clinical IS registration. This fee is charged only once when multiple courses carry same on a student schedule in a given semester.

Independent study is a variable credit course with registration deadlines set by the University Registrar. IS deadlines are posted on the Registrar’s website.

The DSON Graduate Student Handbook provides a detailed overview of independent study.
Grade of Incomplete

- A student must request an Incomplete grade option from their instructor.
- Assignment of a grade of Incomplete is solely at the instructor’s discretion.
- Requests for consideration of Incompletes will only be considered due to uncontrollable or unforeseen circumstances (E.g., Serious Illness).
- Students have up to six months from the last day of classes in a semester to make up incomplete work—including faculty grade submission to the Registrar.
  - Unless the student completes the coursework (which includes the instructor submitting a final letter grade within six months), the Incomplete changes to a grade of No Credit (NC).

  Once an Incomplete has changed to a NC, the student has no further opportunity to complete the course and the course will appear on the final transcript as “No Credit” per Graduate School policy.

- A petition for extension of Incomplete can be filed with the Graduate School for consideration. This process must be initiated by the student. Forms are online via the Graduate School’s web site.
- See the Graduate School Manual to review the full policy.
Decker School Funding Opportunities

An application link to apply will be sent via Graduate Student listserv and posted to the DSON web site in the spring semester.

**Teaching or Graduate Assistantship:**
- Provides full tuition and stipend from Graduate School
- Amounts awarded vary based on program of study
- Student must be registered FT; cannot have Incomplete grades on transcript
- There is a 20 hour per week work requirement
- Student must complete FAFSA to be eligible

**HRSATraineeship Award:**
- Grant funds from Federal Government provided to support rural workforce of APRN’s in rural and underserved areas of NY and PA
- Provides variable tuition and stipend
- Students may not have any Incomplete grades
- No work requirement
- Must complete FAFSA to be eligible
- These funds will only be given to first-time NP students
- There is no "pay back" required
- Available only to full-time Family or Adult-Gero majors that meet the following:
  - Registered full time
  - Live in or near a rural area
  - Assist us in identifying a new appropriate rural clinical site near you
  - Complete all clinical experiences in a rural clinical site
  - Two elective courses addressing rural health and vulnerable populations are required

**Other funding opportunities can be found and should be pursued:**
- [The Graduate School](http://www.binghamton.edu/grad-school/cost-aid-funding/financial-support/)
- Sigma Theta Tau has scholarships
- Nurses Educational Funds out of NYC also offers substantial graduate funding
- Do some local searching in your county for funding opportunities
An application link to apply will be sent via Graduate Student listserv and posted to the DSON web site in the spring semester.

- Both full-time and part-time students can apply for scholarship funds
- Most scholarships available have specific criteria which must be met (E.g., Geographical, Need based, County of residence, etc.)
- Scholarships range from $500 to $3000 per academic year
- List of scholarships with basic information and criteria is available on Decker School web site
- Students must have completed a FAFSA
- All funding is for one year only
- Funding or scholarships granted in one year are not guaranteed in subsequent years
- Students must request scholarships/funding each year to be eligible
- Requests for scholarships/ funding are accepted in the spring term for the next academic year
All graduate students must verify that the Graduate School has their intended, correct major code of study properly listed in Banner to ensure:

- The official transcript is correct;
- The diploma—when printed after graduation—is correct;
- Certification by New York for NP licensure is not delayed.

All students can view current their major/curriculum of study on the unofficial academic transcript via BU Brain:

- Log onto BU Brain
- Click the “Student Tab”
- Click the “Student Record” link
- View the transcript
- Verify that your major and/or certificate you are pursuing is present and accurate.
- If the transcript incorrectly lists your major and/or certificate codes—or any are missing—send an e-mail directly to Mike Hathaway (Hathaway@binghamton.edu) of the Graduate School to request changes as necessary. You may contact Jennie Orton with questions at jorton@binghamton.edu.
Classes and Registration

Spring 2018 classes begin Tuesday, January 16, 2018. The last day of classes is Monday, May 7, 2018, which will be a Monday class schedule per the University’s academic calendar.

The Schedule of Classes for spring 2018 course offerings is available by logging into BU Brain (access requires user ID and password).

Newly admitted students will have access to register for classes through BU Brain beginning Monday, January 8. Registration will remain open thereafter through the official add/drop deadline: Monday, January 29, 2018, until 11:59 p.m.

Note: Students who drop a course in the second week of classes will incur reduced tuition refunds. See the Student Accounts Tuition and Refund Adjustment Schedule for spring 2018. The first week of classes ends on Monday, January 22, 2018.

Lastly—all students will be required to sign and return a copy of their academic program plan of study to be housing in the Graduate Program Office. Students will receive a copy of this document from Graduate Program Secretary Suzanne Williams with further instructions.
BU Brain

http://bubrain.binghamton.edu/

Students use BU BRAIN self-service to:

- Register for classes
- View grades
- View unofficial academic transcripts
- Request official transcripts
- Print class schedules
- View student accounts
- View holds
- View and update personal information
- View and accept financial aid awards, and more
Course Registration

If you have specific questions about course registration after reviewing the information available via the links contained on this slide and any registration slides that follow, email Jennie Orton.

“How to Register” using BU Brain (step-by-step) instructions are available online via the Registrar’s website.

Each semester after you have successfully registered for courses, periodically check BU Brain for a bill to be paid.

Students are required to Confirm Enrollment as part of paying their bill. A link to confirm course enrollment will appear under the “Home” tab in BU Brain only after the semester bill is issued. If you skip Enrollment Confirmation, you will be subsequently de-registered (dropped) from all courses in that particular semester by the University Registrar.

Binghamton University Student Accounts posts an E-Bill schedule for each academic semester. This is a useful reference.
Registration Information:
ALL Master’s students register for the following classes in spring 2018:

NOTE: Students are required to follow their curricular program plan as it is written. Program plans take into consideration the prerequisite course requirements for degree progression. A spring start plan does not shorten time to degree completion. It merely lightens successive semester credit load.

- **NURS 600** Advanced Research Methods and Quantitative Analyses (3 credits)—Lecture only /required
  - Dis (01) – CRN 14642 – Wednesdays 8:30-11:30 a.m.

- **NURS 532** Nursing and Community Healthcare Delivery Systems)—Lecture only /required
  - Dis (01) – CRN 14615 –Online Asynchronous
    - Note that N.532 in fall semesters includes an Inter-Professional Education (IPE) Health Insurance Project where nursing students work collaboratively with social work and pharmacy students to meet the project objectives. Spring semesters require the Health Insurance Project but the project is not designed with the IPE collaborative component.

- **Elective Course Requirements** *(See table on next slide for available spring 2018 nursing electives.)*
  - Students who were admitted full-time may also need to register for one or more graduate-level elective courses based on financial aid or funding criteria. A new master’s student is full-time with a registration of 12 or more credits.
  - Family & Adult-Gerontology MS students are required to complete six (6) total credits of grad-level elective coursework to meet degree requirements.
  - Community Health and Family Psychiatric Mental Health MS students are required to complete only three (3) total credits of grad-level elective coursework to meet degree requirements.
  - Review the next slide to see available spring 2018 nursing electives. Go online to review the [Schedule of Classes](#) for the most updated course information.
  - Some students consider taking a post MS DNP or PhD course to fulfill graduate-level elective credits. With departmental and/or instructor permission, the Graduate Office will assist students in registering for these courses. Prerequisites may impact ability to enroll in a course. A maximum of two post MS DNP or PhD courses may be completed during the entire MS progression.
    - Completing a post MS DNP or PhD course fulfills elective credit requirements of the MS degree while also fulfilling post MS DNP or PhD curricular requirements—recommended if the student is considering earning a doctoral degree.
    - The BS-to-PhD major is available for enrollment to qualified candidates. Contact Dr. Pam Stewart Fahs for further information.
  - Lastly, note that elective course requirements can be taken from any discipline on campus as long as they are at the graduate (500 or higher) course level. Most students select their electives to enhance their nursing studies or professional practice interests.
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<td>10:50 am-12:50 pm</td>
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</table>
Post MS Certificate students:

Post MS Certificate students should contact Jennie Orton in the Graduate Program office to determine what courses are appropriate in a spring semester—if they have questions after reviewing their program plan—and based on previous MS coursework completed.

If a post MS Certificate student has completed the 3Ps as part of their MS in Nursing degree, they are required to provide course syllabi and transcripts showing successful completion with a grade of B or better to Director of Graduate Nursing Dr. Nicole Rouhana for documentation purposes of course waiver(s) and Gap analysis needed for national certification.
PhD and DNP Students

Full-time PhD students starting in a spring semester will take the following coursework in spring 2018:

- **Nurs 600** Advanced Research & Quantitative Analysis (3Cr)—CRN 14642—meets on Wednesdays from 8:30-11:30 a.m.
- **Nurs 602** Conceptual Analysis Investigation of Nursing Phenomenon (3 Cr)—CRN 21932—meets on Fridays from 1:15-3:15 p.m.
- **Nurs 621** The Rural Imperative: Theoretical Analysis (3 Cr) —CRN 14652—meets on Fridays from 10:50 a.m.-12:50 p.m.
  OR
- **Nurs 622** Vulnerable Populations: Theoretical Framework (3 Cr)—CRN 26207—meets on Fridays from 10:50 a.m.-12:50 p.m.
- **Nurs 697** Adaptation (3 cr) —will serve as cognate—This requires an independent study form available through Jennie Orton in the Graduate Program Office
- Semester Credits 12

**NOTE:** Newly admitted Part-time PhD and Part- or Full-time DNP students should contact the Graduate program office directly to determine course scheduling requirements. Please e-mail Jennie Orton for further information so that she can assess your needs, make referrals as appropriate for academic advisement, and enable you to select the appropriate courses for a spring admission.
Distance-Learning (Online) Course Acronyms

Current online instructional methods are:

• **OA = Online Asynchronous**: direct instruction occurs under time delay; instruction is recorded/stored and accessed later
• **OS = Online Synchronous**: direct instruction occurs in real time without (time) delay
• **OC = Online Combined**: direct instruction combines synchronous and asynchronous types
• **OH = Online Hybrid**: direct instruction is delivered both online and in a classroom
Non-Degree Student Registration

Non-degree (non-matriculated) students will find they are not able to self-register for courses due to system restrictions in place.

Contact Jennie Orton via email for registration assistance after getting the required instructor permission.

Instructor assignments are listed on all courses found in the Schedule of Classes, accessible via BU Brain.
Blackboard transitioned to “my Courses”

Decker professors began administrating their courses using the teaching/learning application myCourses in spring 2017. This is a cloud-based application, versus Blackboard.

Course syllabi, assignments, interactive discussion boards, etc., are incorporated for the student via this application. Faculty use myCourses as a primary means of communication regarding class objectives and requirements for the majority of courses offered in the Decker School, regardless of the lecture being campus-based or online.

Information is available on the myCourses website to help you sign in the first time.
SNOW or INCLEMENT Weather

The University’s weather emergency number is 607-777-SNOW.

Campus emergency information is updated via this phone service to announce events like University closings, etc.

Individual faculty may “postpone/reschedule” classes due to poor weather conditions. Faculty post this information on Blackboard, and Jennie Orton will send a notice through the graduate listserv as she is available and informed to do so.
Thank you for choosing the Decker School of Nursing!

We hope you will enjoy your time with us.

Please feel free to contact us at any time to touch base or to ask questions. Remember, we are here for you!