



Eastern New Mexico University

BSN Completion Program Student Handbook

2024 - 2027



Nursing Program



The ENMU BSN Completion Program has received continuing accreditation from the Accreditation Commission for Education in Nursing (ACEN) since 1995. The next accreditation visit is planned for spring 2029.



BSN Program
Station 12
1500 S Ave K Portales,
NM 88130

Dear Students:

The Nursing program faculty, staff and I are excited to welcome you to the BSN Completion Program at ENMU! As educators and mentors, we extend our best wishes and offer support and guidance on this new educational journey. We hope it proves to be motivational, educational, and foundational for future professional and personal successes.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Kristin Kuhlmann', is written over a light blue circular watermark that contains the text 'Kristin Kuhlmann, PhD APRN, FNP-BC, C-WIC'.

Kristin Kuhlmann, PhD APRN, FNP-BC, C-WIC
Nursing Program Director
Assistant Professor/Graduate Coordinator

"Affordable Excellence in Nursing Education"



Table of Contents

Policies and Procedures	5
ENMU Mission Statement	5
ENMU Vision Statement	5
BSN Mission	5
Philosophy	6
Program Outcomes and Competencies	6
Competencies for Graduates of BSN Program–National League for Nursing	7
Achieving Health Equity Through Nursing	7
American Association of Colleges of Nursing (AACN), 2008	7
American Nurses Association (ANA): Code of Ethics 2015	8
Academic Integrity	8
Accessibility Statement	8
FERPA and Privacy	9
Title IX	9
Confidentiality and Mandatory Reporting	9
Admission to the BSN Program	9
Nursing Scholarships	10
BSN Completion Program–Course Offerings Per Semester (Effective Fall 2021)	11
Courses that students are required to take for the BSN Completion Major:	12
General Information	13
Evaluation of Students	13
Letter Grade Equivalents	13
Attendance	13
Castle Branch	13
Student and Faculty Communication and Course Conflict Resolution	13
Drop and Withdrawal from Course and/or the Program	14
Incomplete Grade Status	14
Distance Education Library Services	14
Online Writing Lab (OWL)	14
Campus Bookstore Services	15
Graduation	15
Pinning Ceremony	15
Nursing Program Faculty and Staff	16
Phone List & Notes	17
Student Handbook Receipt and Acknowledgement Form	18

Policies and Procedures

The BSN nursing program policies and procedures are consistent with those for Eastern New Mexico University. Students are accountable for reading and understanding materials pertaining to all students in ENMU's current Undergraduate Catalog. In addition, students will be responsible to review this student handbook and follow all presented.

ENMU Mission Statement

Eastern New Mexico University's mission is to deliver a high-quality educational experience across all programs of study using an engaging, supporting learning environment.

We fulfill our mission by:

- Preparing students for careers and for advanced study.
- Promoting citizenship, leadership skills, and values.
- Promoting scholarship, both primary and applied.
- Supporting excellence in teaching, learning, and research.
- Empowering students to respond to a rapidly changing world.
- Employing faculty and staff who value student success and organizational collaboration.

ENMU Vision Statement

Eastern New Mexico University emphasizes liberal arts education, freedom of inquiry, cultural diversity and whole student life. Excellent teaching and active learning define campus relationships. Scholarship, both primary and applied, cultural enrichment, and professional service are also important contributions of the University community.

The Eastern community envisions a university where every faculty and staff member instills in one another and in students a sense of social and cultural awareness and responsibility. The University accomplishes this by embracing and fostering diversity and inclusion among students, faculty and staff. The University engages well-qualified and caring faculty and staff who treat one another with respect and work together to accomplish institutional goals and mentor students.

BSN Mission

The mission of the B.S.N. Completion Program is to provide a well-balanced liberal arts education while engaging students in information literacy, using contemporary technologies. A commitment to diversity and health equity is encouraged through liberal learning, freedom of inquiry and an inclusive educational experience. Our mission includes facilitating nursing students' abilities to build a strong foundation for lifelong personal and professional learning at the baccalaureate level.

BSN Program Philosophy

The nursing faculty of Eastern New Mexico University believes nursing is an art and a human science profession that is a lifelong process, and which promotes the development of knowledge, skills and personal values. The faculty is dedicated to cultivating a sense of professional empowerment, a desire for lifelong learning and a passion for social justice and health equity principles in our students. An innovative curriculum based on the changing healthcare needs of society and the health care delivery system is integral to the commitment of the faculty to learning and evidence-based practice. Our philosophy also expresses our commitment to the values inherent in the mission and philosophy of Eastern New Mexico University, of which nursing is an integral part.

Central to the nursing program's philosophy are the professional concepts, which form the core of the humanistic, intellectual and ethical values associated with a baccalaureate education. Caring is the central concept of the practice of professional nursing. The faculty defines caring as encompassing empathy, connection and the ability to translate these characteristics into compassionate, sensitive and appropriate nursing care. The nursing faculty also values the metaparadigm of nursing through the four domains that are the theoretical concepts, which identify the parameters of our professional practice: person, health, environment and nursing. As nursing program faculty, we define the four domains of nursing as:

Person	An individual human being of intrinsic worth, who is part of a family, a community and the world who becomes the focus of nursing whenever a potential or actual health care need exists.
Health	Unity of the whole person—body, mind and spirit; a holistic harmony that includes physical, psychological, social, spiritual, environmental, behavioral and moral realms.
Environment	The totality of an interpersonal environment (physical, geographical and sociocultural), situation, or event with related experiences that give interpretive meanings to guide human expressions and decisions.
Nursing	An art and a science, nursing is a health profession through which the application of theory, knowledge, and reflection shapes the attitude, intellectual competencies, emotional intelligence and clinical skills of the nurse to refine the ability to help people meet their health care needs, whether ill or well.

We consider the unique function of the nurse to be knowledgeable: using the scientific approach to improve nursing practice, thereby contributing to the health and independence of people through their lifespan. As nursing program faculty, we hold ourselves accountable for the quality of our educational program and for promoting safe, effective, holistic, and culturally sensitive nursing practice, with a goal of health equity. Faculty members are responsible for doing this through teaching, service, and scholarship, and by collaborating with health care professionals and consumers of health care. A constituent of Eastern New Mexico University, the nursing program shares the University's emphasis on scholarship, cultural enrichment, and professional service.

BSN Program Outcomes and Competencies

By the end of the program, ENMU BSN graduates will:

- Establish accountability for continuing professional and personal identity/development to ensure ethical, high quality, equitable, inclusive, and safe nursing practice for diverse populations.
- Formulate clinical practice informed by methods of scientific inquiry and evidence-based practice to meet the client's need for increasingly complex health care in various settings.
- Incorporate intellectual curiosity for nursing practice concepts based on nursing theory, research, cultural competencies, the sciences, the humanities and the determinants of health (individual, family, and community).
- Facilitate collaboration with diverse populations: clients, communities, and other health care professionals to plan and deliver holistic, patient-centered care.
- Integrate communication and information literacy, using contemporary information technology to integrate contextual nursing principles into nursing practice.
- Incorporate emotional intelligence (EI) in self-assessment and interpersonal relationships to promote stress reduction, resiliency, and wellness.

The ENMU BSN completion program incorporates the standards and competencies set for baccalaureate prepared, professional registered nurses and includes: The Future of Nursing 2020-2030 report (National Academies Press), Quality and Safety Education for Nurses (QSEN) competencies; the American Association of Colleges of Nursing (AACN) BSN essentials; and the American Nurses Association (ANA) code of ethics. The content of these standards and competencies are integrated into the program curriculum and program student learning outcomes.

Achieving Health Equity Through Nursing - Desired Outcomes (National Academies Press (2021))

1. Nurses act individually, through teams, and across sectors to meet challenges associated with an aging population, access to primary care, mental and behavioral health problems and elimination of the disproportionate disease burden carried by specific segments of the U.S. population.
2. Nurses are fully engaged in addressing the underlying causes of poor health, individually and in partnership with other disciplines.
3. Nurses reflect the people and communities served throughout the nation, helping to ensure that individuals receive culturally competent, equitable health care services.
4. Nurses' contributions are quantified and strengthened, by the removal of institutional and regulatory barriers that prevent nurses from working to the full extent of their education and training.
5. Nurses develop and deploy a shared agenda to contribute to substantial, measurable improvement in health equity.
6. Nurses focus on preventive person-centered care, always seeking new opportunities for growth and development.
7. Nurses expand their roles and expand their partnerships to connect health and health care with all individuals and communities.
8. Nurses attend to their own self-care and ensure that nurse well-being is addressed in educational and employment settings through evidence-based strategies.

Quality and Safety Education for Nurses (QSEN), 2018 Competencies

The overall goal for the QSEN project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

- Patient-Centered care
- Teamwork and collaboration
- Evidence-based practice
- Quality improvement
- Safety
- Informatics

American Association of Colleges of Nursing (AACN), 2021 Domains

As of April 2021, the 10 domains that comprise the AACN Essentials are:

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

American Nurses Association (ANA): Code of Ethics 2015

- The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
- The nurse has authority, accountability and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.

Academic Integrity

Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate disciplinary action. See the Student Handbook for further information. I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else.

Additionally, the use of AI-generated content (for example, via ChatGPT and other AI tools) and the attempt to submit AI-generated content as your own work is considered academic dishonesty. I will also adhere to the highest standards of academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one person that will not apply to everyone. Plagiarism is a serious offense. When in doubt, please cite your sources! Please refer to the Catalog for information concerning plagiarism; action can include but is not limited to failure of the assignment; failure of or a reduced grade for the course; suspension or dismissal from your program of study.

Accessibility Statement

If you have, or believe you have a disability, you may contact the Accessibility Resources and Testing Center to coordinate reasonable classroom accommodations, access to technology, or other academic assistance. The Accessibility Resources and Testing Center serves students with a wide range of disabilities including but not limited to medical or health impairment, vision or hearing disability, physical disability, learning disabilities, attention deficit disorder, or mental health impairment. All information will be treated confidentially.

- Accommodations are not retroactive. They begin only after:
 - 1) Appropriate documentation has been received and accepted by the Coordinator of Disability Services;
 - 2) Letters of Accommodation (LOA) have been prepared; and
 - 3) You have delivered your Letters of Accommodation to your instructors.
- Appropriate academic accommodations may then be provided for you. You may contact Accessibility Resources and Testing Center in room 186 Student Academic Services building, phone (575)562-2280.

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy on the university's FERPA webpage.

Title IX

ENMU does not discriminate on the basis of sex in its educational programs, activities, employment and admission, and the University is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. The University is dedicated to allow equal access to education by promoting diversity and developing a safe education environment for the campus community free from discrimination based on gender, including sexual harassment and sexual violence, whether committed by students, faculty, staff or third parties, such as prospective students, campus visitors, community members, etc. In our efforts to achieve this goal, the University has appointed a Title IX coordinator. The Title IX coordinator helps to provide a safe educational and work environment for the campus community by providing information about available on- and off-campus resources to monitor our campus climate, and to explain the University processes and to help individuals navigate through the system.

Confidentiality and Mandatory Reporting

As instructors, our responsibilities are to help create a safe learning environment on our campus. We also have a mandatory reporting responsibility. We are required to share information regarding sexual misconduct or information about a crime that may have occurred on ENMU's campus with the Title IX Coordinator and/or the ENMU Police. Students may speak to someone confidentially by contacting Arise at (575)226-7263.

Admission to the BSN Program

Registered nurses who apply must fulfill all requirements for admission to ENMU and to the BSN program as outlined below:

All students must fulfill requirements for admission to the University and to the BSN program. Courses in the nursing major are open only to persons who have met these requirements:

- Active RN licensure within the United States (or eligible to take the NCLEX exam and passed within the first semester after admission).
- Reside in the U.S. (unless applicant or spouse is active-duty U.S. military personnel).
- Grades of "C" or higher in all nursing courses.
- Grades of "C" or higher in all prerequisite science courses.
- Admission Application submitted to the University and accepted.
- BSN Application submitted to the BSN Program and accepted.

Contact information for questions concerning the application process:

Nursing Program
Eastern New Mexico University
1500 S Ave K., Station 12
Portales, NM 88130 575.562.2403
ENMU.nursing@enmu.edu

Rita Herrera
Administrative Assistant
575.562.2403
ENMU.nursing@enmu.edu

BSN Degree Requirements

In order to graduate with a BSN degree, the following requirements must be met:

1. Minimum of 120 credit hours of college/university coursework completed; minimum of 40 credit hours must be upper division, with a minimum of 30 of the last 40 credit hours taken at ENMU.
2. Bachelor Degree General Education Requirements completed.
3. NURS 312 Global Healthcare or another Diversity/Global upper division requirement.
4. MATH 1350 Introduction to Statistics completed.
5. BSN Completion Program Courses (32 credit hours) completed.

All upper division nursing courses and MATH 1350 must have a final grade of "C" or higher.

Drop and Withdrawal from Courses and/or the Program

It is the student's responsibility to drop or withdraw from a course, or courses, since the instructors are not able to do this for students. When withdrawing from a course, it is the student's responsibility to follow necessary steps to complete the withdrawal. Review the ENMU Academic Calendar for date restrictions. Students who drop or withdraw from individual courses must complete the necessary ENMU protocol.

- Students are advised to consult with their nursing academic advisor before dropping or withdrawing from coursework.
- Because a drop or withdrawal from courses may have an impact on financial aid and scholarships, students are also strongly advised to contact **Financial.Aid@enmu.edu**; 575-562-2194.
- For a late drop request or withdrawal from courses, students must contact the Registrar at **Portales.Registrar@enmu.edu**; 575-562-2175.

Incomplete Grade Status

Students with a valid reason for not completing required coursework within a semester in a timely manner, and are receiving a "C" or higher in assignments completed within the course, may request a grade of "incomplete" ("I") as a course grade. The student must contact the faculty member as soon as possible if an "Incomplete" is to be considered. ***It is the faculty member's decision if an "I" will be granted.*** When granted by the faculty member, students will be provided a contract that describes what assignments/activities need to be completed and the due dates. Based on student performance on the assignments/activities, a grade will later be posted on the students transcripts by the Registrar. If a student fails to complete the coursework by the end of the following semester, a grade of "F" will be automatically assigned.

Readmission into the BSN Program/Dismissal

If a student has not taken courses in a single fall or spring semester, they must reapply to the University and contact the BSN Program for assistance; **ENMU.nursing@enmu.edu**; 575-562-2403.

If a student has not attended the university for two or more consecutive semesters, the following criteria will be considered for readmission into the BSN program:

- Was making satisfactory progress in coursework (receiving a grade of "C" or higher),
- Did not have excessive withdrawals after acceptance into the BSN Program (three or less).

Dismissal from the ENMU BSN Program:

- Students who fail or withdraw from a practicum (NURS 415C or NURS 425C) two times or more will not be readmitted, or will be dismissed from the BSN Program.
- Students who fail all courses in two consecutive terms will not be readmitted, or will be dismissed from the BSN Program.

If a student is not readmitted, or is dismissed from the BSN program, they may appeal the decision to the Nursing Program Admission Committee by emailing the appeal request to **ENMU.nursing@enmu.edu**. The committee decision will be final.

BSN Completion Program–Course Offerings Per Semester (Effective Fall 2023)

Course Offerings Per Semester (Effective Fall 2023)				
Fall -1st	Fall- 2nd	Spring- 1st	Spring- 2nd	Summer
NURS 315	NURS 312	NURS 315	NURS 312	NURS 312
NURS 329	NURS 317	NURS 319	NURS 416*	
NURS 413*	NURS 360	NURS 329	NURS 417	
NURS 415C (Community Health)		NURS 415C (Community Health)		
NURS 425C (Leadership)		NURS 425C (Leadership)		

Courses in **bold** type are offered once a year. Courses with an asterisk* can be substituted with an MSN course.

Fall Admittance Full Time				
Fall -1st	Fall- 2nd	Spring- 1st	Spring- 2nd	Summer
NURS 315	NURS 317	NURS 319	NURS 416*	NURS 312
NURS 413*	NURS 360	NURS 329	NURS 417	
NURS 415C (Community Health)		NURS 425C (Leadership)		

Spring Admittance Full Time				
Spring-1st	Spring- 2nd	Summer	Fall- 1st	Fall – 2nd
NURS 315	NURS 416*	NURS 312	NURS 329	NURS 360
NURS 319	NURS 417		NURS 413*	NURS 317
NURS 415C (Community Health)			NURS 425C (Leadership)	

Summer Admittance Full Time				
Summer	Fall -1st	Fall- 2nd	Spring- 1st	Spring- 2nd
NURS 312	NURS 315	NURS 317	NURS 319	NURS 416*
	NURS 413*	NURS 360	NURS 329	NURS 417
	NURS 415C (Community Health)		NURS 425C (Leadership)	

***Accelerated courses** Students who elect to take the accelerated courses at the Master’s level for nursing theory (NURS 413/NURS 510) and/or nursing research (NURS 416/NURS 502) will receive credit for the courses in both the BSN and MSN programs at ENMU.

Courses that students are required to take for the BSN Completion Major:

NURS	315	Foundations of Professional Nursing	(3 ch)
NURS	317	Nursing Management	(3 ch)
NURS	319	Nursing Management of Pain	(3 ch)
NURS	329	Integrative Care Concepts	(3 ch)
NURS	360	Health Assessment	(3 ch)
NURS	413	Nursing Theory	(3 ch)
NURS	415C	Community Health Nursing/Practicum Nursing	(4 ch)
NURS	416	Evidence-based Practice and Nursing Research Application	(3 ch)
NURS	417	Sociocultural Responsiveness in Nursing Practice	(3 ch)
NURS	425C	Nursing Leadership/Practicum	(4 ch)

Other Courses required for the BSN degree:

**MATH 1350 Statistical Methods required

**NURS 312 Global Healthcare (or other upper division global diversity course.)

BSN students must receive a grade of "C" or higher for these required courses.

Distance Education Library Services

The Golden Student Success Center (GSSC) provides full library services to distance education students to support their research needs in a manner as equivalent as possible to those of Portales campus students. Visit <https://enmu.libguides.com/golden-library> to access the library database and resources. Feel free to contact the Distance Education Librarian for help using library resources and services from off campus at Golden.Library@enmu.edu; 575-562-2624.

Online Writing Lab (OWL)

For Distance Education students, students who are completing online courses and are not on campus, an Online Writing Lab (OWL) is offered as an online resource. Writing is a process, and we all need help along the way. If you need help with a writing assignment for an ENMU class, the OWL is there to help.

The OWL is not an editing service and will not copy-edit or rewrite papers. Our goal is to help you to recognize your writing struggles, identify your mistakes, and gain the knowledge and tools to fix them. We want to empower you to build your paper planning, writing, and revision skills by teaching strategies aimed at improving the writing assignment at hand as well as future writing assignments.

OWL services are available at: enmu.edu/OWL

Writing Center Hours

Monday–Thursday 10 a.m. –5 p.m.

Friday 10 a.m.–3 p.m.

Get Help Now

If you want to make an appointment, call 575.562.2793. Short questions and requests for an appointment can also be handled through the Writing Center's email address: writing.center@enmu.edu.

Nursing Scholarships

ENMU Foundation Scholarships

Please visit enmu.edu/Admission/Scholarships to view the comprehensive list of available scholarships to determine your eligibility. If you qualify, please apply for as many as possible, as many of these scholarships go without award each year. The deadline to submit scholarship applications is Feb. 15 each year. Basic criteria include the following:

- Admission to the BSN program.
- Current enrollment in courses required for the BSN degree.
- Successful completion of all courses (minimum grade of “B”) in the fall semester preceding the application, if applicable.
- Projected enrollment for the semester following application.

The ENMU Foundation scholarships that are specifically available to the nursing program students include the following and the award amounts vary:

- Dabbs-Merit Endowed Scholarship
- Mason Ridenour Nursing Endowment
- Medical Manpower Endowed Scholarship
- Sharon Farris-Stern Scholarship

Refer to the ENMU website at enmu.edu/FoundationScholarships for the criteria on the above Scholarships and explore other Scholarships that may be available for your unique qualifications. Please be aware that Scholarship availability is subject to change.

Nursing Program Scholarships

The nursing program offers scholarships to BSN program students who meet criteria based on GPA and financial need. The program director and the nursing faculty will review applications and recommend recipients. Please reach out to the Nursing Program Administrative Assistant at ENMU.nursing@enmu.edu; 575-562-2304 for more information.

NM Opportunity Scholarship

If you are an established New Mexico resident planning to enroll in at least six credit hours at ENMU toward certain certificate programs, an associate degree or bachelor’s degree you may qualify for the New Mexico Opportunity Scholarship. You will need to complete your FAFSA, and then talk to Financial Aid. Their phone # is 575-562-2194.

Eligibility is based on if:

- You are a New Mexico resident.
- You enroll in a New Mexico public college or university.
- You enroll in at least six credit hours but not more than 18 credit hours. Courses must be credit bearing.
- You maintain a 2.5 GPA while enrolled in a college or university.

As long as you continue to meet the credit hour and GPA requirements, you can continue to receive the Opportunity Scholarship either until you complete your degree or you attempt the maximum number of credit hours, whichever comes first.

- Students must be pursuing a bachelor’s (four-year) degree: maximum of 160 attempted credit hours toward the BSN degree.

If you have any questions, contact Financial Aid at 575-562-2194; Financial.aid@enmu.edu

General Information

Student Course Evaluation

As adult learners, students admitted to the BSN program are responsible for meeting the University's and the nursing program's requirements for successful matriculation and graduation. Consequently, students are responsible for initiating and following through on communications with course faculty in course-related matters. Nursing program policies pertaining to evaluation are consistent with ENMU policies. Students are advised to consult the Graduate Catalog for clarification.

BSN students must receive a grade of C or higher in required courses for the BSN degree. Students are responsible for meeting all requirements mandated in the syllabus for each course. Please be aware of, and follow the etiquette and rules outlined, for each class.

Letter Grade Equivalents

Nursing program faculty follow this scale in assigning course grades:

- A 90–100
- B 80–89
- C 70–79
- D 60–69
- F 59 and below

Attendance

Nursing program faculty members expect students to participate in all class sessions for which they enroll. As members of a professional discipline, BSN program students are also expected to participate appropriately in class sessions as active learners. Participation is essential and mandatory. Each nursing course syllabus addresses attendance, due dates for activities/assignments and other policies. The course activities move very quickly in both the 8-week sessions and 16-week courses. Attendance for the purposes of online nursing courses means that students must login to their classes at least three times weekly, complete the assignments/activities by the due dates and follow all requirements, as found in the syllabus for each course.

Ongoing Documentation Requirements for BSN Program

Upon admission to the BSN and while enrolled, the following current documentation is required:

- Review the BSN Student Handbook and sign the Receipt and Acknowledgment Form (pg. 18)
- Maintain current CPR, ACLS, or PALS certification
- Maintain current, valid U.S. RN License

Send the signed Student Handbook Receipt and Acknowledgment Form updated RN license verification form, the copy of your updated CPR card, or updated RN license verification form to the Administrative Assistant at ENMU.nursing@enmu.edu.

Professional RN Liability Insurance Requirements for Practicum Experiences

Purchase of individual professional RN liability insurance coverage is required for the two BSN practicum experiences for NURS 415C and NURS 425C. Coverage limits must be a minimum of \$1,000,000 per incident, and \$1,000,000 aggregate. Students will be required to submit evidence of coverage in the practicum course before beginning to participate in practicum activities.

Campus Bookstore Services

The ENMU Campus Store is conveniently located next to the Campus Union (CUB) and offers a selection of textbooks, computers, course materials, and supplies that will ensure every ENMU student is prepared for success. Show your Greyhound pride all year long with our authentic assortment of collegiate apparel – including ENMU t-shirts, sweatshirts, gifts, hats, drinkware, and more. When you are ready, your graduation cap and gown may also be purchased through the bookstore.

Textbook Purchases and Rental

Go to <https://enmucampusstore.com/home> to determine which textbooks/resources you need for each upcoming course. Print (new or used), Rentals or Digital textbooks may be available. There is a time period each semester that you are able to charge text materials and limited supplies to your student account. This time period begins roughly three weeks before classes start and runs through the first week of class. You will need to present your ENMU ID in order to charge to your student account. There is no tax charged on textbooks.

Orders placed can be shipped directly to your home location or picked up in-store. For more information, email Campus.Store.ENMU@bibliu.com, or call 575-562-2715.

Graduation

Applying for Graduation

When you finish your coursework, you will need to apply for graduation to get your degree. Consult with your Nursing advisor to confirm that you will meet all degree requirements, complete the Graduation Application form, sign and send it to Portales.Registrar@enmu.edu.

Note the application deadlines on the Academic Calendar to make sure you get your application in on time. ***You will not be awarded a degree, unless you apply for graduation and have completed at BSN degree requirements.*** For graduation application deadlines, information about the commencement ceremony, and the application form, go to ENMU.edu/graduation.

Pinning Ceremony

The BSN Graduate Pinning Ceremony is the BSN program's gift to graduates. It is a pride-filled, momentous occasion for graduates and their families. The date and location for each spring and fall pinning ceremony and for ENMU graduation will be announced via ENMU email and in the program newsletter. The two events will be scheduled to occur back-to-back on two consecutive days, or back-to-back on the same day to enable our out-of-state students to participate in both events with only one trip. The ENMU nursing pin is available for all ENMU BSN program graduates for an additional cost. Ordering information will be sent to students the semester of proposed graduation. For more information please contact the Nursing Program administrative assistant.

Rita Herrera
575.562.2403
ENMU.nursing@enmu.edu



Nursing Program Faculty and Staff



Kristin L. Kuhlmann, PhD, RN, FNP-BC
Associate Professor of Nursing
Nursing Program Director
Nursing Graduate Coordinator
kristin.kuhlmann@enmu.edu; 575.562.2672



Col (Ret) Susan E. Bassett, PhD, RN
Instructor of Nursing
susan.bassett@enmu.edu; 575.562.2279



Kelly De La Rosa, MSN, RN
Instructor of Nursing
kelly.delarosa@enmu.edu; 575.562.2145



Ruth Young, MSN, RN
Instructor of Nursing
ruth.young@enmu.edu; 575.562.2295



Rita Herrera
Nursing Program
Administrative Assistant
rita.herrera@enmu.edu; 575.562.2403
enmu.nursing@enmu.edu

Nursing and ENMU Department Contact List

Contact/Department	Phone number	Email
	All start with 575-562-	
Nursing Department	2403	
Fax	2293	ENMU.nursing@enmu.edu
Dr. Kristin Kuhlmann (Director)	2672	Kristin.Kuhlmann@enmu.edu
Dr. Susan Bassett (Faculty)	2279	Susan.Bassett@enmu.edu
Kelly De La Rosa (Faculty)	2145	Kelly.DeLaRosa@enmu.edu
Ruth Young (Faculty)	2295	Ruth.Young@enmu.edu
Accessibility Resources	2280	Portales.ARTC@enmu.edu
Bookstore	2715	ENMU.Bookstore@enmu.edu
Counseling 24hr	575-607-5689	Counseling.Services@enmu.edu
Distance Learning	2165	Portales.DistanceLearning@enmu.edu
Enrollment Services	2178	Enrollment.Services@enmu.edu
Financial Aid	2194	Financial.Aid@enmu.edu
ITS Help Desk	4357	Help.desk@enmu.edu
Registrar's Office (BSN)	2175	Registrar.Office@enmu.edu
Student Accounts	2604	Student.Accounts@enmu.edu
Title IX Office	2235	TitleIX.Coordinator@enmu.edu

Notes



Student Handbook Receipt and Acknowledgment Form
ENMU BSN Completion (RN-to-BSN) Program
1500 S Ave K | Station #12 | Portales, NM 88130
Phone: 575.562.2403 | Fax: 575.562.2293 | enmu.edu/Nursing

Please sign, print your name and date, and attach this acknowledgement of receiving a copy of this handbook to your Castle Branch account.

Name: _____ **ENMU ID:** _____

I have received a copy of the BSN Student Handbook. I understand it is my responsibility to read and understand all policies therein.

Signature: _____ **Date:** _____