Students,

The nursing program faculty, staff and I are excited to welcome you to the BSN completion program. We wish you the very best and hope that this new journey will prove to be enjoyable, educational and motivational for future successes.

Dr. Kristin Kuhlmann
Nursing Program Director
# Table of Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMU Mission Statement and Focus</td>
<td>1</td>
</tr>
<tr>
<td>BSN Completion Program Mission, Philosophy</td>
<td>2</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>NLN Competencies</td>
<td>3</td>
</tr>
<tr>
<td>AACN Essentials of Baccalaureate Education</td>
<td>4</td>
</tr>
<tr>
<td>QSEN Competencies</td>
<td>4</td>
</tr>
<tr>
<td>ANA Code of Ethics for Nurses</td>
<td>4-5</td>
</tr>
<tr>
<td>Accreditation</td>
<td>5</td>
</tr>
<tr>
<td>BSN Completion Program Model</td>
<td>5</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>5</td>
</tr>
<tr>
<td>Admission to the BSN Completion Program</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Scholarships</td>
<td>7</td>
</tr>
<tr>
<td>Progression and Retention</td>
<td>7-9</td>
</tr>
<tr>
<td>Class Offerings by Semester</td>
<td>8</td>
</tr>
<tr>
<td>Practicum Courses</td>
<td>9</td>
</tr>
<tr>
<td>Evaluation of Students</td>
<td>10</td>
</tr>
<tr>
<td>Student Faculty Communication</td>
<td>10</td>
</tr>
<tr>
<td>Withdrawal from Courses</td>
<td>11</td>
</tr>
<tr>
<td>Student Handbook Receipt Form</td>
<td>13</td>
</tr>
</tbody>
</table>
Welcome New Students!

**Eastern New Mexico University (ENMU)**

The nursing program policies and procedures are consistent with those of Eastern New Mexico University. Students are accountable for reading and understanding materials pertaining to all students in ENMU’s current Undergraduate Catalog and must also read, sign and upload the last page of this document to CertifiedBackground.

**ENMU Mission Statement**

Eastern New Mexico University combines a traditional learning environment with 21st century technology to provide a rich educational experience. Eastern emphasizes liberal learning, 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 elements of the University community.

Eastern is a state institution offering associate, bachelor’s and master’s degrees that serves students from New Mexico, other states and other nations. Educational programs are offered on the Portales campus and also through interactive distance education, public broadcast television and branch community colleges in Roswell, New Mexico and Ruidoso, New Mexico.

**ENMU Focus**

- Prepare students for careers and advanced study
- Impart citizenship and leadership skills and values
- Support and expand the role of education and excellent teaching at all levels
- Enable citizens to respond to a rapidly changing world
BSN Completion Program Description

You have chosen the Bachelor of Science in Nursing completion program within ENMU's College of Liberal Arts and Sciences, Department of Health and Human Services.

Mission Statement

The mission of the Bachelor of Science in Nursing (BSN) is to provide a well-balanced liberal arts education, including liberal learning, freedom of inquiry and cultural diversity to nurses pursuing their professional degree. Our mission includes helping our students build a strong foundation for lifelong personal and professional learning.

Philosophy

The nursing faculty of Eastern New Mexico University believes that 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 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 development. 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. Values are beliefs or ideals to which an individual is committed and which are reflected in patterns of behavior. 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 care. The nursing faculty also values the domains of nursing 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 harmony that includes physical, psychological, social, spiritual and moral realms.

Environment
The totality of an environment (physical, geographical and sociocultural), situation, or event with related experiences that give interpretive meanings to guide human expressions and decisions.

Nursing
As an art and a science, nursing molds the attitude, intellectual competencies and technical skills of the nurse into the desire and ability to help people cope with their health care needs, whether they are ill or well. We consider the unique function of the nurse to be knowledgeable caring: 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, culturally sensitive nursing practice. We are responsible for doing this through our teaching, service and scholarship and by collaborating with health care professionals and consumers of health care. As a constituent of Eastern New Mexico University, the BSN completion program shares the University’s mission and focus.

**Program Outcomes**

ENMU BSN graduates will:

- Accept personal accountability for ethnic and competent nursing practice, as well as for continuing professional and personal development.
- Base clinical practice on methods of scientific inquiry and evidence-based practice – including the nursing process - to meet clients needs for increasingly complex health care in various settings.
- Apply concepts from nursing theories and research, cultural competencies, the science and humanities to assess individual clients’, families, and communities’ needs for nursing intervention.
- Collaborate with clients and other health care professionals to plan and deliver care.
- Communicate effectively using 21st century technology to integrate contextual nursing concepts into nursing practice.

The ENMU BSN completion program incorporates the standards and competencies set for baccalaureate prepared, professional registered nurses and includes: the National League for Nursing (NLN) competencies for graduates of baccalaureate programs in nursing; Quality and Safety Education for Nurses (QSEN) competencies; the American Association of Colleges of Nursing (AACN) BSN essentials; and the American Nurses Association code of ethics. The content of these standards and competencies are integrated into the program curriculum and program student learning outcomes.

**NLN Competencies for Graduates of BSN Completion Program**

- **Human Flourishing**: incorporate the knowledge and skills learned in didactic and clinical courses to help patients, families, and communities continually progress toward fulfillment of human capacities.
- **Nursing Judgment**: make judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and that promote the health of patients, families, and communities.
- **Professional Identity**: express one’s identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities; and a willingness to provide leadership in improving care.
- **Spirit of Inquiry**: act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative, or evidence-based solutions to clinical practice problems.
Quality and Safety Education for Nurses (QSEN), 2014 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, 2008

As outlined by the American Association of Colleges of Nursing:

Essential I: Liberal education for Baccalaureate generalist nursing practice
Essential II: Basic organizational and systems leadership for quality care and patient safety
Essential III: Scholarship for evidence-based practice
Essential IV: Information management and application of patient care technology
Essential V: Healthcare policy, finance, and regulatory environments
Essential VI: Interprofessional communication and collaboration for improving patient health outcomes
Essential VII: Clinical prevention and population health
Essential VIII: Professionalism and professional values
Essential IX: Baccalaureate generalist nursing practice

American Nurses Association (ANA): Code of Ethics 2015

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. 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.
5. 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.
6. 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.
7. 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.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.

9. 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.

**Program Accreditation**

The BSN completion program at ENMU is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN may be reached via mail at 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326 or by phone at 404.975.5000.

**Academic Integrity Policy**

Students enrolled in the BSN completion program are responsible for achieving, in an honest manner, the program and course outcomes/competencies specified by the faculty. Any student who fails to maintain academic integrity will incur disciplinary action ranging from a change in an individual course grade to dismissal from the program.

Examples of failure to meet the nursing program’s academic integrity policy include, but are not limited to, the following:

- Violating client confidentiality
- Plagiarism, submitting same assignment, such as but not limited to, papers, essays and PowerPoint presentations to multiple classes
- Misrepresenting knowledge, in written or oral form
- Dishonesty of any kind during examinations or in assignments
- Failing to achieve/maintain basic work behaviors delineated in clinical course requirements
- Any act of fraud or misrepresentation

Students are referred to ENMU’s academic integrity policy in the current undergraduate catalog and ENMU’s essential student handbook for additional information. This information is available online at enmu.edu/StudentHandbook
Admission to the BSN Completion Program

General Information

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

1. Have the college(s) you attended send official copies of your transcripts for all of your previous college work to:
   Enrollment Services
   ENMU Station 7
   1500 S Ave K
   Portales, NM 88130

2. Follow this link to fill out an online application for acceptance into ENMU: [enmu.edu/Apply](http://enmu.edu/Apply).

3. Follow this link to fill out the online application for the BSN Program: [enmu.edu/BSNApply](http://enmu.edu/BSNApply).
   You will be required to attach the following to the online BSN application:
   • Current RN license (with expiration date)
   • Three (3) letters of recommendation
   Later in the application process you will be required to submit via Certified Background Check the following:
   • Immunizations required include rubella, pertussis (tdap), measles, mumps, hepatitis B, and varicella.
   • Current TB test (within the last 12 months).
   • Professional liability insurance.
   • Current CPR certification.
   • There will be a $35 one-time fee for the Certified Background service that will be paid directly to the company at the time the account is set up.

4. Contact information for questions concerning this process
   Mail: BSN Completion Program
         ENMU Station 12
         1500 S Ave K
         Portales, NM 88130
   Email: crystal.jones@enmu.edu

Please note: Community practicum hours at public health agencies may require more vaccinations than the program requires; you will be required to complete their requirements. The same goes for any affiliation agreements. Students are responsible for complying with the affiliation agreements between ENMU and other entities.
Upper-Division Nursing Courses: Levels 300 and 400

ENMU’s undergraduate catalog specifies a minimum of 42 upper-division hours must be earned for a bachelor’s degree. Nursing courses at the 300 and 400 levels comprise 42 of these credits. The BSN completion program requires all nursing students earn a minimum of two-thirds of upper-division hours (at least 24 credit hours) for the BSN at ENMU.

Note: Students must select sufficient hours from required and elective course offerings to equal 120 hours minimum for graduation, including 35 hours of required general education credit hours, and one 3-credit hour global diversity course. (See undergraduate catalog for general education course requirements.)

Nursing Scholarships

The nursing program, in conjunction with ENMU’s Office of Development, offers scholarships to BSN completion program students who meet the published criteria. Foundation scholarship information is available online each spring semester at enmu.edu/FoundationScholarships. The program director and the nursing faculty will review applications and recommend recipients. Basic criteria include the following:

• Admission to the BSN completion program
• Minimum GPA may be required (Criteria can be found within each available scholarship.)
• Current enrollment in courses required for the BSN degree
• Enrollment in classes for the semester following application

Students awarded scholarships are notified and they are included in ENMU’s Annual Awards Ceremony. Additional scholarships may be available from the New Mexico Higher Education Department (HED). Students will be notified via ENMU email if these funds are available.

The ENMU scholarships available to the BSN completion program nursing students include the following:

• Dabbs-Merit Endowed Scholarship
• Medical Manpower Endowed Scholarship
• Mason Ridenour Nursing Endowment

Please refer to the ENMU website at enmu.edu/FoundationScholarships for the criteria for the scholarship application.

Progression and Retention

Progression in the Curriculum

Every student admitted into the BSN completion program must have a degree plan on file with:

• The ENMU Office of the Registrar
• The BSN completion program

The student is responsible for accessing CAPP on the MyENMU Portal to review their Degree Evaluation Report and plan for registration accordingly. Each student should consult with their academic advisor prior to registering for courses to facilitate the registration process and ensure that curriculum requirements are met.

Nursing Major

Courses are designed to be taken in sequence (300-level courses prior to 400 level) which indicates progressive depth/complexity. The course rotation schedule is attached to assist student plan accordingly. Please discuss course progression with your advisor before registering for courses out of sequence.
**Course Offerings per Semester**

<table>
<thead>
<tr>
<th>BSN Courses</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall 1st 8 Weeks</strong></td>
</tr>
<tr>
<td>NURS 312 (Global Diversity)</td>
</tr>
<tr>
<td>NURS 315</td>
</tr>
<tr>
<td>NURS 316</td>
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<tr>
<td>NURS 317</td>
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<tr>
<td>NURS 329</td>
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<tr>
<td>NURS 415</td>
</tr>
<tr>
<td>NURS 415L</td>
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</tbody>
</table>

**Full-Time/Part-Time Course Rotation Schedule**

**Full-time Rotation Schedule Fall Admit**

<table>
<thead>
<tr>
<th>Semester 1 Fall</th>
<th>Semester 2 Spring</th>
<th>Semester 3 Summer</th>
<th>Semester 4 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 315 (1st 8 weeks)</td>
<td>NURS 317 (1st 8 weeks)</td>
<td>NURS 417</td>
<td>NURS 415 (1st 8 weeks)</td>
</tr>
<tr>
<td>NURS 316 (1st 8 weeks)</td>
<td>NURS 329 (1st 8 weeks)</td>
<td>NURS 319</td>
<td>NURS 415L (1st 8 weeks)</td>
</tr>
<tr>
<td>NURS 320 (2nd 8 weeks)</td>
<td>NURS 413 (2nd 8 weeks)</td>
<td>NURS 417</td>
<td>NURS 425 (2nd 8 weeks)</td>
</tr>
<tr>
<td>NURS 360 (2nd 8 weeks)</td>
<td>NURS 416 (2nd 8 weeks)</td>
<td>NURS 425</td>
<td>NURS 425L (2nd 8 weeks)</td>
</tr>
<tr>
<td>Total Credit Hours: 12</td>
<td>Total Credit Hours: 12</td>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 12</td>
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</tbody>
</table>

**Full-time Rotation Schedule Spring Admit**

<table>
<thead>
<tr>
<th>Semester 1 Spring</th>
<th>Semester 2 Summer</th>
<th>Semester 3 Fall</th>
<th>Semester 4 Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 315 (1st 8 weeks)</td>
<td>NURS 319</td>
<td>NURS 329 (1st 8 weeks)</td>
<td>NURS 415 (1st 8 weeks)</td>
</tr>
<tr>
<td>NURS 316 (1st 8 weeks)</td>
<td>NURS 417</td>
<td>NURS 317 (1st 8 weeks)</td>
<td>NURS 415L (1st 8 weeks)</td>
</tr>
<tr>
<td>NURS 320 (2nd 8 weeks)</td>
<td>NURS 413</td>
<td>NURS 413 (2nd 8 weeks)</td>
<td>NURS 425 (2nd 8 weeks)</td>
</tr>
<tr>
<td>NURS 360 (2nd 8 weeks)</td>
<td>NURS 416</td>
<td>NURS 416 (2nd 8 weeks)</td>
<td>NURS 425L (2nd 8 weeks)</td>
</tr>
<tr>
<td>Total Credit Hours: 12</td>
<td>Total Credit Hours: 12</td>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 12</td>
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**Part-Time Rotation Schedule Fall Admit**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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</thead>
<tbody>
<tr>
<td>NURS 315</td>
<td>NURS 316</td>
<td>NURS 319</td>
<td>NURS 329</td>
</tr>
<tr>
<td>NURS 320</td>
<td>NURS 360</td>
<td>NURS 413</td>
<td>NURS 416</td>
</tr>
<tr>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 6</td>
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</tbody>
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**Part-Time Rotation Schedule Spring Admit**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 315</td>
<td>NURS 316</td>
<td>NURS 317</td>
<td>NURS 329</td>
</tr>
<tr>
<td>NURS 320</td>
<td>NURS 319</td>
<td>NURS 413</td>
<td>NURS 416</td>
</tr>
<tr>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 6</td>
<td>Total Credit Hours: 6</td>
</tr>
</tbody>
</table>
Retention in the Program

Students are expected to attain grades of “C” or higher in all required courses. If a student receives a lower grade in general education requirements, please consult the policies outlined in the Undergraduate Catalog.

Students who leave the program for more than two semesters, or an academic year, will be required to reapply for the program.

Courses requiring a practicum component

The following courses include a practicum component: Community Health Nursing (NURS 415) and Nursing Leadership (NURS 425).

Basic Requirements

Students enrolling in Community Health Nursing (NURS 415, NURS 415L) and Nursing Leadership (NURS 425, NURS 425L) must ensure the following items are current and documented in their Castle Branch account for the duration of the respective course.

- Active RN licensure
- Immunizations; rubella (titer) hepatitis B, MMR, Varicella
- Freedom from active tuberculosis: proof will vary and may include PPD or chest X-ray
- Professional liability insurance (personal, not employer based)
- Current CPR certification

Expectations for behavior from RNs in the workplace include:

- HIPPAA regulations enforced
- Avoiding conflict of interest regarding preceptors, clinical sites and job responsibilities
- Punctuality for scheduled appointments, completing all mutually agreed upon activities and initiating communication as necessary to keep preceptors fully informed
- Limit functions within the student role during practicum
- Dressing appropriately by wearing the ENMU BSN student identification with laboratory coat and appropriate professional street attire, or scrubs when representing the BSN completion program (Note: No shorts, flip-flops and jeans)

Please contact the nursing program secretary early in the semester to order the required name tags for NURS 415L and NURS 425L.

Course Specific Requirements

Students are responsible for meeting all requirements documented in the syllabus for each course, and in the ENMU BSN completion program Preceptorship Guide. It is important to read the syllabus and become familiar with requirements for each course.
Evaluation of Students

Overview

As adult learners, students admitted to the BSN completion program are responsible for meeting the University's and the nursing program's requirements for successful matriculation and graduation. Students are responsible for the initiation and ongoing communication with faculty in course-related matters.

Nursing program policies pertaining to evaluation are consistent with ENMU policies. Students are advised to consult the Undergraduate Catalog for clarification.

Grade Scale

<table>
<thead>
<tr>
<th>Grade Points Achieved</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>59-0</td>
<td>F</td>
</tr>
</tbody>
</table>

Attendance

Nursing program faculty, like all ENMU faculty, expect students “to participate in all class sessions for which he/she enrolls” (Undergraduate Catalog). As members of a professional discipline, BSN completion program students are also expected to participate appropriately in class sessions as active learners. Participation is essential and mandatory for all students. 'Attendance' in online nursing classes’ means that students must login to their classes at least twice weekly or as required in the syllabus for each class.

Student/Faculty Communication and Course Conflict Resolution

Students are encouraged to communicate openly, clearly and regularly with course faculty about course requirements and concerns. If a course-related conflict occurs between the faculty member and the student, it will be addressed through the following process:

Step 1: The course faculty and student will confer to resolve the issue to their mutual satisfaction. If they are unable to achieve mutual satisfaction in this matter, they will proceed to the next step.

Step 2: Either the faculty member or the student will ask the nursing program director to convene a meeting with the student and faculty member for the purpose of resolving the conflict.

Step 3: The director will notify the student and faculty member of the request and schedule a meeting at the earliest time agreeable to all parties.

Step 4: The director, student, and faculty member will meet to resolve the issue. If they are unsuccessful, the appeal process for the nursing program and University will be followed.
Student Appeal of Course Grade and/or Suspension from the Program

Overview

Each faculty member has the responsibility and the right to determine student grades in those courses to which the faculty member is assigned. Except as provided for in University policies, no other person or group may make grading decisions.

A student may appeal a final course grade and/or suspension from the academic program for the following reasons:

- The student has not been evaluated according to the same criteria as her/his classmates ("discriminatory or differential treatment").
- An error has been made in grading and/or posting of the grade ("error").

Withdrawal from Courses of the Program

Course Withdrawal — a student may change his/her registration by withdrawing from a course within the deadlines set in the University class schedule. A grade of W will appear on the student's transcripts. Refunds will be made for withdrawals according to the refund schedule/dates printed in the class schedule.

When withdrawing from a course, it is the student's responsibility to complete the withdrawal process. Faculty members cannot complete the withdrawal process for the student; however, students are advised to consult with course faculty when choosing to withdraw from a course.

Students who withdraw from the program in good standing may be readmitted to the program. Prior to readmission, students must contact the Office of Enrollment Services and must consult with the nursing program director. The student must repeat the admission process if he/she is out of school for two semesters or more.

Drop/Add — a student may change his/her registration by adding or dropping courses within the deadlines set in the University class schedule. A course dropped during the appropriate time period will not appear on the student's transcripts. All exceptions to these policies must be approved by the vice president for Academic Affairs.

Incomplete Grade Status

Students with valid reasons for not completing required coursework within a semester may elect to take an "incomplete" (I) as a course grade. The I grade is given for passing work that could not be completed due to circumstances beyond the student's control. See the Undergraduate Catalog at enmu.edu/Catalog for additional stipulations and procedure.
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I, ___________________________, have received a copy of the BSN Completion Program Student Handbook. I understand that it is my responsibility to read and understand all policies therein.

Please sign, print your name and date, and send this acknowledgement of receiving a copy of this notebook to:

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

Or scan and email the completed form to elizabeth.acosta@enmu.edu.

Printed name

ENMU ID number

Signature _____________________________  Date ___________________________