



We are pleased to have you join us as a new nursing student at Vermont State University (VTSU). You are venturing into a very busy year, and we are here to support you on your journey. While we are here to facilitate your success, we also expect you to take responsibility for and make a commitment to your role as a student nurse. This should not be taken lightly.

### **RN to BSN Online Program:**

You will be attending the RN to BSN nursing program online for classes and completing two (2) preceptorships for the program's two (2) capstone courses.

### **Online Classes**

The computer is the classroom where your online class meets. You will need a computer, Microsoft Office software, and high-speed Internet access. VTSU uses the Canvas educational electronic platform to teach all nursing and general education courses. Nursing courses have a preview period before class starts. Ten (10) days before the course begins, you will have access to the electronic classroom to explore, download, and read course materials. All NUR one (1) and three (3) credit courses are taught in an accelerated format over 7.5 weeks during the fall and spring semesters. Four (4) and six (6) credit courses are taught over the full semester. Finally, six (6) credit capstone courses have preceptorships.

### **Preceptorships**

The preceptorship includes hands on experiences in your community with a preceptor. Preceptors are currently licensed registered nurses who hold a minimum of a Bachelor of Degree (Master's Degree preferred) in Nursing and who have at least one year of experience in the setting that reflects the course objectives. Students are responsible for finding appropriate preceptors. Faculty will provide guidance to students for finding a preceptor. Preceptors are utilized in the RN to BSN online capstone nursing courses: Community Health Nursing and Nursing Leadership and Management. Preceptors must hold an active unencumbered registered nurse license.

### **Planning Ahead:**

There will be a half-day general new student orientation prior to the start of the fall and spring semesters. Additionally, there will be online new student orientation modules assigned via Canvas as part of the New Student Experience.

The class week for your online classes begins at **12:00 am on Monday and ends at 11:59 pm on Sunday**. Typically, attendance in an online class consists of such things as posting to a discussion forum, completing an activity on the Canvas class website, and uploading assignment files. Generally, for each credit of class, you should be spending 2-3 hours on studying, prep work, reading, etc.



**Fingerprinting, Background Check & Health Forms:**

You are required to purchase a background check, FBI fingerprint screen, and document management package through <https://www.castlebranch.com/>. If you are a direct progression student you will update your CastleBranch account to BSN. Please purchase or update your BSN package and **begin the fingerprinting process prior to starting your capstone/preceptorship courses**. The fingerprint results take weeks to process and must be available prior to the start of your capstone course. You must also have all of your clinical requirement documentation uploaded to your CastleBranch account by **the start of your first preceptorship course**. **Failure to have all of your documentation uploaded to CastleBranch by this date may result in preceptorship delay.**

The **VTSU Health Form** will be available at [www.vermontstate.edu/next-steps](http://www.vermontstate.edu/next-steps) in the spring. This should be used for your physical exam and immunizations documentation. If you are not Basic Life Support (BLS) certified, you do need to obtain **BLS certification from the American Heart Association or the Red Cross** prior to starting your preceptorship hours. Other CPR certifications will not be accepted.

If you have a criminal history, please notify admissions immediately and disclose the information. Preceptorship facilities have the right to access your criminal background check and FBI fingerprint results. They can also scan you through the state abuse registry. **VTSU and our clinical/preceptorship partners have the right to refuse student entry based on the results of your background check, FBI fingerprints, and abuse registry scan. Preceptorship partners can also refuse student entry for former employees who are not eligible for rehire. Refusal of entry will result in program withdrawal.**

**Laptop Requirement:**

RN to BSN nursing students must have a **personal laptop**. Computer recommendations will be posted this spring at [www.vermontstate.edu/next-steps](http://www.vermontstate.edu/next-steps). **CHROMEBOOKS, OLDER MACBOOKS, AND TABLETS WILL NOT WORK WITH OUR TESTING SOFTWARE.**

Microsoft Office Suite and Windows downloads are available to you for **free as a student**. You can download this software as soon as you have registered and activated your VTSU email account.

In terms of Financial Aid, the cost of a computer has been built into the 'cost of attendance' or budget for financial aid for \$1,000. This will allow you to apply for additional loan funds for this purpose. If you have questions about the loan process, please contact financial aid at 1-800-965-8970.

Sincerely,  
Sherry Barnard Ed.D, MSN, APRN  
Interim Associate Dean of Nursing / Nursing faculty



## Vermont Technical College - BSN Nursing

# How to Place Order

Welcome to **my** 

**To place your order go to:**

<https://portal.castlebranch.com/VE12>

Package Name (if applicable):

VE97 - Background Check - Compliance Tracker - Fingerprint  
VE97bg - Background Check ONLY VE97cbwc - CB Bridges COVID Screening

**PLACE ORDER**

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To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
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- ✓ Place additional orders
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**Please have ready personal identifying information needed for security purposes.**

**The email address you provide will become your username.**

Contact Us: **888.914.7279** or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)