Rider University

RN-BSN Nursing Major

Nursing Student Handbook

Revised: July 2019

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RN-BSN Nursing Student Handbook

Welcome to the Bachelor of Science in Nursing Degree program at Rider University. This handbook serves as a source of information for this program, including academic guidelines. Revisions to the handbook are made as needed to update information for the program. However, students are responsible for abiding by the guidelines in place at the time of entry into the RN-BSN program. Please refer to the Rider University Undergraduate Catalog for information that is applicable to all students at the University which can be found online at: www.rider.edu.

The Rider University RN-BSN Nursing program is fully accredited by:

Commission on Collegiate Nursing Education (CCNE)

655 K Street NW, Suite 750

Washington, DC 20001

Phone: (202) 887-6791

Fax: (202) 887-8476

https://www.aacnnursing.org/CCNE

Notice: The Nursing program reserves the right to make necessary changes to the handbook. Students will be notified of these changes.
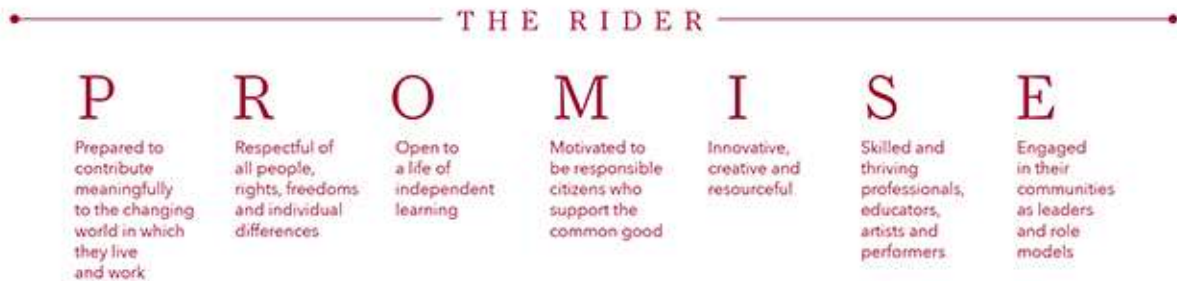
Vision/Mission

Rider's Vision

Rider University will be a premier, forward-looking university known for its Engaged Learning Program that, together with dynamic academic programs, enriching co-curricular experiences and a vibrant living and learning community, challenges students, excites their imaginations and instills in them excellence in thought and action, preparing them for highly engaged and fulfilling professional and personal lives.

Rider's Mission

Rider University welcomes students from throughout the region, across the nation, and around the world who seek to be challenged and supported as active members of our inclusive and vibrant living and learning community. Committed to student growth, transformation and leadership, we connect rigorous academic, artistic and professional programs of study with a rich array of learning experiences that engage students inside and outside the classroom. We prepare graduates to thrive professionally and to be lifelong independent learners and responsible citizens who embrace diversity, support the common good, and contribute meaningfully to the changing world in which they live and work.

Our students, alumni, faculty, staff and administrators live the RIDER PROMISE by being forever:

THE RIDER

P	R	O	M	I	S	E
Prepared to contribute meaningfully to the changing world in which they live and work	Respectful of all people, rights, freedoms and individual differences	Open to a life of independent learning	Motivated to be responsible citizens who support the common good	Innovative, creative and resourceful	Skilled and thriving professionals, educators, artists and performers	Engaged in their communities as leaders and role models

The Rider PROMISE is offered as a representation of the mission. It is inspired by our recent 150th anniversary which embraced the tagline, Fulfilling the Promise. This tagline was, in turn, inspired by Andrew J. Rider himself as discussed in the historical books written by Dr. Walter A. Brower '48, former Dean of the School of Education. Andrew J. Rider declared in 1883 that Rider's future was full of promise. The Rider PROMISE is offered as part of the mission in response to student feedback this past spring that we try to represent the mission in a visual or graphic way.

Rider University Nursing Program Mission

The faculty of the nursing program accepts the mission of the University in preparing graduates to thrive professionally and to be lifelong independent learners and responsible citizens who

embrace diversity, support the common good, and contribute meaningfully to the changing world in which they live and work. The RN-BSN program adheres to the principles of adult learning, which acknowledges previous learning and experiences within courses and provides content relevant to the nursing profession. The mission of the nursing program aligns with that of Rider University to challenge nurses to grow and further develop skills needed to acquire, interpret, communicate, and become transformational leaders within nursing and across disciplines. The RN-BSN completion program allows the Registered Nurse to build upon the knowledge and skills learned in the pre-licensure undergraduate program at the Associate Degree or diploma level. This allows for expanded opportunities for nurses to function as change agents and leaders within the nursing profession in keeping with the vision of Rider's Engaged Learning Program. Learners have diverse cultural and life experiences which influence the learning process and the achievement of personal, professional, and program goals. The faculty accepts the unique qualities of each individual student and provides an environment which allows for integration of these experiences both within and outside the classroom, thereby preparing nurses to think critically, design projects collaboratively, and foster integrative thinking in a rapidly changing and complex healthcare environment.

Engaged Learning Program

The Engaged Learning Program is based on results from implementation of the National Survey of Student Engagement (NSSE) and supported by the University community, including faculty, staff, administrators and students. Engaged learning refers to activities in which students apply their knowledge in educational settings beyond the classroom; delve further with independent scholarship and creative expression; broaden their horizons with study abroad or cross-cultural encounters; become problem solvers, leaders and team members in their communities; and prepare for professional and civic lives that make a difference. Beginning with the fall 2017 class, students are required to complete at least two high impact engaged learning experiences that reflect the University's strategic themes of leadership, ethics and social responsibility, and global and multicultural perspectives. These experiences are documented on the Engaged Learning transcript and will help students build bridges between their courses of study and the world in which they live. In keeping with the vision of the Engaged Learning Program NUR 409 BSN Capstone Evidence-Based Microsystem Practice Change has been approved for the Engaged Learning experience and reflected on the transcript as such. All RN-BSN students receive credit for this experience as this is a required course.

Overview of RN-BSN Program

The RN-BSN completion program is an online degree completion program for Registered Nurses who have graduated from an Associate Degree or diploma nursing program and hold a current RN license. The program offers Registered Nurses the opportunity to strengthen their role in nursing and advance their careers while enhancing patient quality and safety. Studies have shown that care provided by baccalaureate prepared nurses greatly increases the quality of care for

clients in the healthcare system. The program is a 30 credit program (10, 3-credit courses). It can be completed on a full-time or part-time basis. The length of the program varies based on previous student learning experiences.

This program is a collaborative effort between the Department of Biology in the College of Liberal Arts and Sciences and the College of Continuing Studies. The Department of Biology provides academic oversight to the RN-BSN major, and the College of Continuing Studies provides student support. This partnership and strong commitment between these academic departments ensures a high level of faculty support for the program and students. The Department of Biology has a strong track record in successfully graduating students from their programs with a high completion rate and the Department is knowledgeable and seasoned in advising students interested in Allied Health fields. In addition, the major is supported by a team of professional advisers from the College of Continuing Studies who each have a long history of supporting adult and online students through familiarity and expertise with adult learner needs and support systems.

A registered nurse holding a doctoral graduate degree in nursing serves as the Director of the RN-BSN program and is a full-time faculty member teaching the nursing courses. The RN-BSN Director has administrative authority to accomplish the mission, goals, and expected student and faculty outcomes, and provides effective leadership to the program and students. The Director and nursing faculty are members of the Biology department.

All of the nursing courses are offered online over seven (7) weeks, except for NUR 409 which is a full semester application course. The courses are flexible in nature, so students may enter the program and take the courses in any order, except for NUR 409, which is to be taken as the last course or concurrently with other nursing courses. However, it is highly recommended that students take an introductory statistics course prior to enrolling in NUR 402, *Scholarship in Evidenced-based Practice*. Core courses which are required to meet the liberal arts curriculum requirement may be offered online or on campus. Online teaching and learning requires students to be self-motivated and autonomous. Numerous support services are offered to students to successfully navigate the learning platform called Canvas, as well as other university services such as the library. A dedicated course for the nursing program, called RN-BSN Virtual Campus, is located in Canvas and accessible to all nursing students. Here you will find links to numerous services offered at Rider University.

Course content is divided into weekly modules, with numerous assignments due on a weekly basis. Learning assignments include, but are not limited to, textbook and other readings, exploring web resources, group projects, individual assignments, and discussion board postings to selected questions. All assignments and projects are completed online through Canvas, although outside activities may be assigned as appropriate for the course.

Student support services are available to provide all students enrolled in the RN-BSN program access to multiple services to meet their academic, personal, and financial needs. For example, all enrolled students have access to a Financial Aid Counselor who assists the student through the Financial Aid processes of the University and applicable funding agencies. Financial Aid

Counselors are responsible for working with each student to build a plan to fund their program at the lowest possible cost. These counselors are trained to provide support services in the areas of federal and state financial aid, military programs, private scholarships, University sponsored scholarships, employer reimbursement as well as private loans.

Admission Requirements

Students must meet the following requirements for admission to the program:

- Have graduated from an accredited associates degree or diploma in nursing program
- Hold an unencumbered and current RN license
- Have a minimum 2.5 cumulative GPA from previous institutions attended
- Submit a personal statement on philosophy of advancing nursing education at the baccalaureate level

RN-BSN Program Learning Outcomes

The Bachelor of Science in Nursing Program prepares the graduate to:

1. Incorporate knowledge from arts, humanities, and sciences in the planning and provision of professional nursing care.
2. Use skills of inquiry and analysis to address practice issues.
3. Use written, verbal, non-verbal, and emerging technology methods to communicate effectively.
4. Apply leadership skills to engage others in ethical reasoning and actions to promote advocacy, collaboration, and social justice as a socially responsible citizen.
5. Apply knowledge of social and cultural factors to the care of diverse populations.
6. Engage in interprofessional collaboration and communication to deliver evidenced-based, patient-centered care to improve patient safety and health outcomes for individuals, families, and communities across the lifespan.
7. Discuss the implications of healthcare policy on issues of access, equity, affordability, and social justice in healthcare delivery
8. Value lifelong learning and professional engagement in the pursuit of nursing practice excellence. (adapted from AACN Baccalaureate Essentials, 2008)

Curriculum Overview

The Rider University RN to BSN Online Degree Completion Program follows Rider's College of Continuing Studies' baccalaureate degree distribution requirements:
- *Basic Core* (15 semester hours) comprised of two English composition courses, Math, Speech, and Information Technology
- *Areas of Knowledge* (33-35 semester hours) comprised of 9 semester hours in Historical Perspective coursework, 9 semester hours in Artistic and Intellectual Perspective coursework, 9 semester hours in Contemporary Perspective coursework, and 6-8 semester hours in Natural World Perspective coursework

- *Nursing Major (*30 semester hours) of Nursing coursework
- *Free Electives* (40-42 semester hours)

Students are required to complete 120 semester hours with the GPA of 2.0 or higher in order to fulfill graduation requirements. Students will be able to transfer the previous credits from the associate or diploma degree into the 120 semester hours. Each transcript will be reviewed on an individual basis. Students must earn a grade of C or better in each nursing course. Students who do not achieve a grade of C or better will be given the opportunity to repeat the course one time. Failure to meet this requirement a second time will necessitate withdrawal from the nursing program.

Since the program is a baccalaureate completion program (for students who already possess an Associate or Diploma Degree), the curricular flexibility in distribution requirements will ensure that admitted students can readily transfer completed coursework from another academic institution into the Rider University RN to BSN Online Degree Completion Program. The program's online delivery ensures flexibility and accessibility to a high quality RN-BSN program that working nurses need to complete program requirements. All core and nursing courses will be available to the students via online delivery.

The full program of study includes the following areas:

Basic Core (15 semester hours)

- Expository Writing
- Research Writing
- Math
- Speech Communication
- Information Tech

Areas of Knowledge (33-35 semester hours)

- Historical Perspective
- Artistic and Intellectual Perspective
- Contemporary Perspective
- Natural World (8 credits of science required)

Free Electives (40-42 semester hours)

- All nursing courses taken at the associates degree level or diploma program count in this area
- Choose from a variety of science, humanities, and social science courses

Major in Nursing (30 semester hours)

- NUR 400 Professionalism and Professional Values

- NUR 401 Organizational and Healthcare Systems Leadership
- NUR 402 Scholarship in Evidenced-Based Practice
- NUR 403 Information Management and Application of Patient Care Technology
- NUR 404 Healthcare Policy, Finance, and Regulatory Environments
- NUR 405 Interprofessional collaboration and Communication for Improving Healthcare Outcomes
- NUR 406 Population Health Promotion and Prevention Across the Lifespan
- NUR 407 Cultural Diversity in a Global Society
- NUR 408 Gerontological Nursing Concepts
- NUR 409 BSN Capstone Evidence-Based Microsystem Practice Change

Nursing Course Descriptions

NUR 400 Professionalism and Professional Values

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to nursing. This course provides a foundation of concepts of professionalism to facilitate participation and engagement in professional or community-based organizations that advocate for quality and access to health care. Learning activities and assignments will focus on strategies for self- assessment and self- reflection of one's values, moral integrity, and ability to act professionally at all times in complex health care delivery environments.

NUR 401 Organizational and Healthcare Systems Leadership

This course provides a foundation of principles of leadership based on contemporary needs for qualified nursing leaders who can function and manage in complex healthcare delivery environments. Learning activities and assignments will focus on strategies for self assessment and self- reflection of one's own leadership skills, knowledge, and attitudes that foster and promote nursing leadership in diverse healthcare delivery settings, and strategies for best practice in nursing leadership in the 21st century.

NUR 402 Scholarship in Evidenced-Based Practice

This course provides a foundation of evidence-based research principles to translate evidence into practice and how research informs professional nursing practice to improve patient safety and outcomes. Learning activities and assignments will focus on strategies for learning how to assess scientific merit of data-driven research, apply evidence-based practice in appropriate ways, monitor and evaluate the impact of evidence-based practice on informed nursing practice and outcomes of care as well as collaborate with interprofessional health care teams to improve patient safety and outcomes in a variety of healthcare delivery settings.

NUR 403 Information Management and Application of Patient Care Technology

This course provides a foundation of information management and application of patient care technology to enhance and improve patient safety and outcomes by examining linkages between information management systems and patient care technologies that support and are linked to safe nursing practice. The course examines how technology is used to inform nursing practice and enhance patient safety by applying safeguards and decision making support tools embedded in the technologies. Students are exposed to effective clinical information systems (CIS) to document nursing care, examine the ethical components of protecting patient information, challenges with data security, regulatory requirements, confidentiality and rights to privacy as well as examine the role of the professional nurse in updating and garnering information management resources and applying them in patient care settings.

NUR 404 Healthcare Policy, Finance, and Regulatory Environments

This course provides a foundation of U.S. healthcare policy, including financial and regulatory policies, as well as the nature and functioning of the U.S. healthcare delivery system. There is emphasis on policy processes at the organizational, local, state, national, and global levels. Learning activities and assignments focus on strategies for learning how to assess the role of the baccalaureate-prepared nurse in policy formation and reformation at all levels, demonstrating understanding of the political process at all levels, developing effective advocacy strategies for vulnerable populations, how to identify and influence key stakeholders in the policy process, the importance of effective communication of key healthcare issues, and how to influence change in the political process at all levels when there is social injustice.

NUR 405 Interprofessional Collaboration and Communication for Improving Healthcare Outcomes

This course provides a foundation of key concepts essential to promotion of effective interprofessional collaboration and communication for improving healthcare outcomes and patient safety. There is emphasis in the course on examination of the roles and perspectives of scope of practice for selected healthcare disciplines in intra- and interprofessional healthcare teams to improve healthcare outcomes and promote patient safety and on effective strategies for advocacy and communication patterns in healthcare delivery settings as healthcare professionals develop trust and respect for all members of the healthcare team while recognizing unique differences and contributions of roles to patient safety and outcomes.

NUR 406 Population Health Promotion and Prevention Across the Lifespan

This course provides a foundation of key concepts essential to population-focused nursing, the aggregate, community or population as the unit of care. The focus of the course is on health promotion/disease prevention with emphasis on the professional nurse role in clinical prevention of disease and care of populations applying concepts of primary, secondary, and tertiary health promotion across the lifespan, identifying determinates of health, prioritizing primary prevention across the lifespan, actively identifying and targeting populations benefitting from evidence-based preventive initiatives and clinical preventive guidelines, assessment strategies for

individuals and populations, applying evidence-based practice to health promotion/risk reduction, and being an advocate for vulnerable and disenfranchised populations without resources or a voice.

NUR 407 Cultural Diversity in a Global Society

This course provides a foundation of key concepts essential to nursing care and professional nursing leadership of care for diverse populations in health and illness across the lifespan. Becoming culturally competent and understanding how to connect with and assist in diversity for individuals, families, and populations is an essential underpinning for every professional nurse working in any healthcare delivery or population-focused setting. There is emphasis on examination of concepts of vulnerability, diversity, cultural competence, social and cultural determinants of health, access to health, social justice, and other major health disparities influencing patient safety and outcomes.

NUR 408 Gerontological Nursing Concepts

This course provides a foundation of key concepts essential to care of an aging population in a complex society. Given the diverse health status of the aging population, professional nurses must be able to develop competencies to provide high quality care to aging adults and their families or significant others. Specifically the course focuses on increased diversity and complexity of an aging society and selected health care needs, life transitions of aging adults, normal body system changes occurring with the aging process, the professional nurse role in principled care provided to a vulnerable population, and the role of the professional nurse as advocate and caregiver promoting the concepts of quality end-of-life care for aging adults, including pain and symptom management honoring autonomy and self wish of the aging client.

NUR 409 BSN Capstone Evidence-Based Microsystem Practice Change

This course provides a foundation of key concepts essential to nursing care and professional nursing leadership in assessment, planning, design, implementation, and evaluation of the knowledge, skills, and attitudes they must have as leaders of healthcare delivery focusing on improved system safety and effectiveness. There is particular emphasis on the nursing leadership role at the baccalaureate level for nursing to recognize, interrupt, evaluate, and correct healthcare errors and to implement safety principles and work with others to create a safe, caring environment for very healthcare delivery encounter as they provide care themselves, are acting in a leadership capacity or are overseeing and delegating to other non-licensed assistive personnel. The course content focuses on identification, assessment, planning, design, and evaluation of evidence-based practice change to improve patient safety and outcomes.

Nursing Program Policies

The nursing program adheres to the academic policies as outlined in *the Academic Catalog*, the official source for academic policies. However, specific policies related to the nursing program are addressed in this section and supplement the university policies.

Progression in the Program

Students must earn a grade of C or better in each nursing course. Students who do not achieve a grade of C or better will be given the opportunity to repeat the course one time. Failure to meet this requirement a second time will necessitate withdrawal from the nursing program. Students must maintain a GPA of 2.5 in order to remain in the nursing program.

The nursing program adheres to the following grading scale:

The grades are based upon the following grading scale of points earned:

      A = 93-100

      A- = 90-92

      B+ = 87-89

      B = 84-86

      B- = 81-83

      C+ = 78-80

      C = 75-77

      C- = 71-74

      D = 67-70

      F   = 66 and below

Licensure

Students must maintain a current RN license from their respective State Board of Nursing throughout the entire program. A copy of the current license is to be submitted to the Director of the College of Continuing Studies (CCS) and maintained on file. A student may not take courses unless the license is current. However, a recent graduate may take NUR 400 prior to passing the NCLEX examination, provided she/he is taking or has taken the NCLEX during the semester or immediately preceding the semester in which the course is offered.

Standards of Conduct

The nursing program abides by Rider University's "Code of Academic Integrity" as described in the *Academic Catalog* (http://catalog.rider.edu/policies/code-academic-integrity/) as well as the policies and procedures regarding violations. The RN-BSN program subscribes to the American Nurses Association (ANA) Code of Ethics which discusses conduct expected of the professional nurse.

Professional Standards

The Rider University RN to BSN Online Degree Completion Program is based on numerous professional standards and national reports including but not limited to the American Association of Colleges of Nursing Essentials of Baccalaureate Education (AACN), National League for Nursing Competencies (NLN), Quality and Safety Education for Nurses (QSEN), Technology Informatics Guiding Education Reform (T.I.G.E.R. Initiative), Institute of Medicine Report; Future of Nursing Education, The Future of Nursing Leading Change, Advancing Health Report Recommendations, and the Institute of Medicine, Future of Nursing: Leading Change, Advancing Health.

Academic Dishonesty

Academic dishonesty includes any unauthorized collaboration or misrepresentation in the submission of academic work. In all written work, whether in class or out of class, the student's name on the work is considered to be a statement that the work is his or hers alone, except as otherwise indicated. Students are expected to provide proper citations for the statements and ideas of others whether submitted word for word, or paraphrased. Failure to provide proper citations will be considered plagiarism and offenders will be subject to the charge of plagiarism specified in the statement of regulations. (*Taken from www.rider.edu/academics website)*

Writing Style

APA (American Psychological Association) writing style is to be used for all papers and scholarly work for assignments throughout the nursing program. The *Publication Manual of the American Psychological Association* (APA manual), 6th edition (or newest edition) is the official guide to APA style. *The Pocket Guide to APA style* newest edition by Robert Perrin is a concise guide to APA style and should be used as a resource for formatting papers and other documents. Use the pocket guide or APA manual, and not other sources, for correct formatting of all writing. Contact the writing center for additional help using APA style.

Advising

The nursing program is offered through the College of Continuing Studies (CCS). Students enrolled in it will benefit from professional advisers in addition to the nursing faculty adviser. Professional advisers are available by phone and email that is requisite for communication and contact with RN-BSN students given the online delivery of this program. Professional advisors are well versed in needs and each student has access to meet with an advisor who guides them through the academic processes of the University. Advisors are responsible for assisting students in scheduling their classes. Students receive registration assistance as well as academic counseling and support. Advisors provide support for students to remain on track towards degree completion. Student Services personnel provide online and university orientation to all new students to Rider University and its systems.

Graduation Requirements

The RN-BSN program adheres to the Rider University graduation requirements. Please refer to *the Academic Catalog* at www.catalog.rider.edu.

Students with Disabilities

Located in the Joseph P. Vona Academic Annex, Room 8, Student Accessibility and Support Services (SASS) ensures equal access to all students with qualifying documented disabilities as defined by federal legislation. SASS offers a range of services to assist students with documented learning disabilities, attention deficit disorder, cognitive impairments, physical disabilities, psychological disabilities, hearing and visual disabilities, and other health impairments. For further information, refer to the Student Accessibility and Support Services and the University Policy for Assisting Students with Disabilities.

https://www.rider.edu/academics/academic-support-services/student-accessibility-support-services

Discussion Board Grading

In an online environment class participation through discussion postings and interactions with other students through responses to postings is an important measure and method of learning. Students are expected to post a substantial initial response to the topic or topics assigned for each week, to read their colleagues postings, and to respond to those postings as assigned by the professor. All postings and responses should be supported by citing sources from textbooks, literature, and other sources as appropriate. Respect and collegiality should be maintained throughout the discussions. Faculty will monitor the discussions and respond to a majority of the postings, but in an online environment student-centeredness is encouraged.

Computer Requirements

- Internet access
- Microsoft Office Suite software
- Webcam and Microphone
- Operating System
  - Windows 7 or newer
  - Mac OSX 10.13 and newer
  - Linux – chromeOS
- Browser Compatibility
  - Internet Explorer 11
  - Edge 42 and 44 (Windows Only)
  - Chrome 73 and 74
  - Safari 11 and 12 (macOS Only)

o   Firefox 65 and 66

Support Services and Helpful Information

☐ **Registration**
Newly admitted (or re-admitted), non-matriculated, and non-degree students can register by visiting the College of Continuing Studies Office or by emailing their advisor (ccs@rider.edu). If you have already registered for courses, you should confirm your class schedule through myRider (myRider.rider.edu).

☐ **Bookstore** *www.rider.edu/bookstores, 609.896.5121*
The bookstore is located in the Bart Luedeke Center (ground floor). Students may also find the required text books on their myRider account.

☐ **Financial Aid** *www.rider.edu/finaid 609.896.5360*
Students in the College of Continuing Studies may benefit from New Jersey Tuition Aid Grants, Stafford Loans, Pell Grants, and Alternative Loans. Scholarships available for qualified Continuing Studies students include: College of Continuing Studies Dean's Scholar Award, Charlotte W. Newcombe Scholarship, PEO International Grant, as well as a number of endowed scholarships.

College of Continuing Studies students also have other payment options: a) Online payment; b) Three-   payment deferred payment plan; c) Third-party/corporate sponsorship deferred payment plan.

☐ **Bronc ID** *609.896.5234*
New students may obtain their Rider Bronc Photo ID in the ID office (Bart Luedeke Center, Room 137)**.** All Rider students must have a Rider Bronc Photo ID.

☐ **Parking**
Parking decals are free of charge and may be obtained at the Department of Public Safety in West House (#8 on Map). You need to provide your driver's license, registration, insurance card, and Bronc ID. Student parking is restricted to the Bart Luedeke Center parking lot, and parking decals must be displayed on your car to park on campus.

☐ **Email, Canvas, and RiderKEY account access**
Newly registered CCS students will receive a letter from Rider's Office of Information Technology (OIT) about a week to 10 days after registering to inform them of their Rider email and RiderKEY account username that allows students access to their Rider email, Canvas, myRider, online registration, and other data network services.   Students are required to use their Rider email for all Rider electronic communication, and must check this email frequently.

☐ **Immunization records** - www.rider.edu/health, select Graduate and Continuing Studies, 609.896.5060
NJ State law requires all degree candidates (matriculated students) age 31 and younger to

submit certain immunization records. Contact our Student Health Services to determine what documents you need to submit to clear your immunization records. This must be completed before you register for the next semester. Student Health Center Fax – 609.895.5682.

☐ **Academic Calendar: Drops/Adds/Withdrawals and Tuition Refunds**
Any changes to a student's schedule must be communicated to the CCS office in writing – in person, fax, email, or myRider. Students may not drop their entire class schedule themselves using myRider.

- **Academic Calendar –**
  - o The complete academic calendar is available in the Undergraduate Academic Catalog which is online and also online on the Registrar's web page at www.rider.edu/registrar.

- **Dropping or withdrawing from courses-**
  - o All students are responsible for officially dropping or withdrawing from courses. **No Rider faculty or staff will withdraw students from courses.** Students are not automatically dropped or withdrawn if they do not pay or stop attending courses. Failure to officially drop or withdraw will result in a grade of 'F', and tuition charges stand.   Students must contact the CCS office or their academic advisor in writing to officially withdraw. Complete drop and withdrawal dates and policies are available in the Undergraduate Academic Catalog online, and on the Registrar's web page - www.rider.edu/registrar. The summer web page contains complete summer drop and withdrawal information – www.rider.edu/summer.

- **Tuition refunds-**
  - o For a 100% tuition refund/credit in *the fall and spring semesters*, students must officially drop their courses in writing to CCS prior to the last day of the drop/add period. Refer to the Undergraduate Academic Catalog online or www.rider.edu/registrar for the complete academic calendar including the drop/withdrawal/refund dates. After the final date of the drop/add period, there is no tuition refund/credit. Note that our *summer sessions* adhere to a different tuition refund/credit calendar. Students should check the summer academic calendar on our summer web page at www.rider.edu/summer for complete summer information.

☐ **Alternate Format Courses (weekend, 8-week alternate evening, online/distance learning)**
- Attendance is mandatory for all alternate format courses held on campus. Online courses require very frequent virtual participation.

- Most faculty teaching alternate format courses (as well as traditional courses) use Canvas, Rider's online learning tool. You should log in to Canvas about one week prior to the start of the semester to find your course in Canvas.
- Syllabi for the alternate format courses – You must print and read the syllabus for your alternate format course using Canvas. Most likely, you will have an assignment due for the first class meeting. You must be prepared for the first day of classes.
- GPA requirements – students must have a minimum 2.50 GPA to enroll in online/distance learning courses (2.75 GPA required for science courses); and a minimum 2.50 GPA to enroll in weekend or 8-week alternate evening courses.

University Resources for Adult Learners

- **Advising** *www.rider.edu/ccs* ▪ *ccs@rider.edu* ▪ *609.896.5033*
  - CCS Advisors are available during day and evening hours to help with course registration, academic progress, and any other academic issues. Our advisors work with students in person, over the telephone, or email.

- **Career Development & Success** *www.rider.edu/careerservices* ▪ *careers@rider.edu* ▪ *609.896.5058*
  - The Office of Career Services enables Rider University students and alumni to increase career awareness through assessment, research, experiential learning and the development of job search competencies resulting in informed decision-making. Resume preparation, and interview techniques are also available. Career Services is located in the Bart Luedeke Center, Suite 237.

- **Email** *www.rider.edu/technology* ▪ *helpdesk@rider.edu* ▪ *609.219.3000*
  - All Rider students are required to use and frequently check their Rider University email. Rider email can easily be forwarded to another account.

- **Help Desk** *www.rider.edu/technology* ▪ *helpdesk@rider.edu* ▪ *609.219.3000*
  - The Office of Information Technology Help Desk provides students with a single point of contact for all computer-related issues.

- **Library** *www.rider.edu/library* ▪ *609-896-5115*
  - Rider's Moore Library is a comprehensive general library with heavy emphasis on business, education, language and literature, communication, and science (# 1 on Map)

- **MyRider** *myRider.rider.edu*

- o MyRider is the University's web based system that allows students to register for classes, view and modify (add/drop) their schedules, pay tuition charges, purchase textbooks, etc.

- **One Stop** *www.rider.edu/onestop* ▪ *onestop@rider.edu*
  - o Rider's One Stop provides students with an opportunity to get their questions answered through one point of contact. Students can get help with registration, financial aid, student accounts, etc.

- **Rider Alert: Emergency Notification** *www.rider.edu/rideralert* ▪*609.219.2000*
  - o The University maintains an emergency notification system should campus emergencies, weather-related closings, or other university-wide announcement needs arise. *All students are strongly encouraged to submit their contact information through RiderAlert.*

- **Student Recreational Center** *www.rider.edu/src* ▪ *srcinfo@rider.edu* ▪ *609.896.5059*
  - o The **Rider University Student Recreation Center** is an adult facility for the recreational use of Rider students. It offers a number of group exercise classes, fitness assessments, and cardiovascular and strength training equipment (#2 on Map).

- **Dining** *rider.campusdish.com* ▪ *609.896.5061*
  - o Daly's Residential Restaurant, the Cranberry's, Andrew J's (*Subway*), Sweigart Express (located in Sweigart Hall), and Starbucks (located in the SRC) provide a variety of tasty options for dining and snacking. *Broncs Bucks* work as a debit card and are available to make meal purchases easy in any of our dining facilities. You may open an account with as little as $25.

- **Tutoring** *www.rider.edu/academicsuccesscenter* ▪ *tutorgservs@rider.edu* ▪ *609.896.5008*
  - o The Student Success Center offers Rider University students free programs and services designed intentionally to maximize student involvement in their own learning and development. The Student Success Center is located in the Bart Luedeke Center, Suite 237.

- **Counseling and Testing Center** *www.rider.edu/counselingservices* ▪ *609.896.5157*
  - o The Counseling Center is located in the Zoerner House (#7 on Map). The Counseling Center offers a broad range of crisis and personal counseling services to students.

- **Disabled Students** *www.rider.edu/sass* ▪ *609.895.5492* ▪ *serv4dstu@rider.edu*

- - o Students with any type of documented disability should contact Rider's Services for Students with Disabilities office to meet with one of the counselors to discuss possible accommodations and assistance. SSD is located in the Joseph P. Vona Academic Annex (# 5 on Map).

- **Veterans**
  - o If you are a U.S. veteran and eligible to receive Veteran's educational benefits, you should contact Ms. Karen Crowell, Assistant Dean in CCS, for information – crowellk@rider.edu or 609.896.5033. Rider is also proud to be a **Yellow Ribbon** University.

ADVANCED STANDING OPPORTUNITIES

Students may earn advanced standing credits toward their Bachelor's degree through:

- Transfer Credit
- DANTES/DSST Subject Standardized Tests
- College Level Examination Program (CLEP)
- Prior Learning Assessment
- American Council on Education/Program on Non-collegiate Sponsored Instruction (ACE/PONSE)

The College of Continuing Studies will evaluate your transfer credits and complete an unofficial evaluation with no obligation to enroll. If you have attended a New Jersey Community College, you may use NJtransfer.org to determine transferability of credits.