

University of Missouri - Kansas City School of Nursing & Health Studies Bachelor of Science in Nursing RN-BSN Welcome Packet

UNIVERSITY OF MISSOURI-KANSAS CITY

Health Sciences Building | 2464 Charlotte St. | Kansas City, MO 64108-2718

(p) 816-235-1700 | (f) 816-235-1701 | nurses@umkc.edu | sonhs.umkc.edu

an equal opportunity/affirmative action institution

ENROLLMENT

Students enroll in courses through Pathway. New students are eligible to enroll in classes during open registration—this begins in April for the summer/fall semesters and November for the spring semester. Specific dates for open registration are available in the academic calendar

(<https://www.umkc.edu/registrar/registration/registration-dates.html>).

Current students receive a priority registration start date when they can register for the upcoming semester. Current students will receive an email with this date and time. Students will also have access to this information through Pathway 2-3 weeks before registration begins.

Students are encouraged to enroll in classes earlier in order to secure their seat and avoid late fees. Late enrollment may also delay graduation. Consult your plan of study to determine which courses you should enroll in for the upcoming semester. If you would like to make a change to your plan of study, consult your advisor first (nurses@umkc.edu).

How to View Priority Registration Start Date in Pathway

1. Log on to Pathway.
2. Click on “Self Service.”
3. Click on “Student Center.”
4. The registration appointment date will be displayed in a box on the right-hand side of the page.
5. Click on “Details” to view the specific registration time.

NOTE: A fee of \$250 will be charged to students who register on the first day of classes or later.

How to find RN-BSN Sections

Some courses will have multiple sections. In this case, it’s important that you enroll in the course that specifically notes that it is for students in the RN-BSN program.

6. Log on to Pathway.
7. Click on “Self Service.”
8. Click on “Class Search/Browse Catalog.”
9. Select the term and subject from the drop-down menus and type in the course number. Click on “Search.”
10. If there are multiple sections of a course, like in the example below, click on the class number (highlighted below) for more details about the course.

3 class section(s) found

NURSE 345 - Quantitative Analysis In The Health Sciences						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
11545	0001-LEC Regular	Mo 3:00PM - 6:00PM	Health Sciences Bldg 4307	Joseph Morse	01/22/2019 - 05/17/2019	●
Notes: This is a combined section class Instruction Mode: Classroom Based Seats Remaining: 35 Location: Hospital Hill Units: 3 units						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
11546	0002-LEC Regular	TBA	Internet Class	Joseph Morse	01/22/2019 - 05/17/2019	●
Instruction Mode: Online Asynchronous Instr Seats Remaining: 26 Location: Off-Campus Units: 3 units						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
12926	0003-LEC Regular	TBA	Internet Class	Joseph Morse	01/22/2019 - 05/17/2019	●
Notes: This is a combined section class Instruction Mode: Online Asynchronous Instr Seats Remaining: 57 Location: Off-Campus Units: 3 units						

11. The RN-BSN section will have a note similar to the one below.

NURSE 345 - 0002 Quantitative Analysis In The Health Sciences

Univ of Missouri - Kansas City | 2019 Spring Semester | Lecture

Class Details	
Status	Open ●
Class Number	11546
Session	Regular Academic Session
Units	3 units
Instruction Mode	Online Asynchronous Instr
Class Components	Lecture Required
Career	Undergraduate
Dates	1/22/2019 - 5/17/2019
Grading	Graded
Location	Off-Campus
Campus	INTERNET
Meeting Information	
Days & Times	Room
TBA	Internet Class
Instructor	Meeting Dates
Joseph Morse	01/22/2019 - 05/17/2019
Enrollment Information	
Enrollment Requirements	You must be in the RN-BSN undergraduate Nursing program to take this course.

NOTE: It's important that RN-BSN students enroll in the correct sections in order to avoid being charged additional fees.

How to Enroll in Courses through Pathway

For detailed instructions, visit https://www.umkc.edu/registrar/forms/add_a_class.pdf

1. Log on to Pathway.
2. Click on "Self Service."
3. Click on "Student Center."
4. Click on "Add a Class."
5. You can search for the course using the "Class Search" feature. If you already know the class number, type it into the "Class Number" box.
6. When you find the course you want, click the yellow "Select Class" button.
7. Check the Enrollment Information and Class Notes to confirm that you are adding the correct section. Some courses may have multiple sections. If so, you should add the course that is for RN-BSN students.
8. Click the yellow "Next" button.
9. The class has now been added to your enrollment shopping cart. Continue to add classes to your cart until you have all the courses you want for the semester.
10. Verify your selections and then click the yellow "Proceed to Step 2 of 3" button.

11. Confirm your classes and then select the yellow “Finish Enrolling” button.

NOTE: You may have an advising hold on your account. These are placed automatically every semester. If you have this hold, please email (nurses@umkc.edu) to have it removed.

For all other holds, please contact the office that placed the hold for more information.

RN-BSN WELCOME PACKET

TEXTBOOKS

UMKC has two bookstores. Students can have books from both stores shipped to them—please visit the websites for more information.

UMKC Health Sciences Bookstore

www.umkc-hsbookstore.com

Health Sciences Campus

2417 Charlotte St.

Kansas City, MO 64108

816.235.2191

Courses that have books that can be purchased at this store: Nursing (N/NURSE), Public Health (PBHL), Health Sciences (HLSC)

UMKC Bookstore

www.umkcbookstore.com

Volker Campus

5100 Cherry St.

Kansas City, MO 64110

816.235.2665

Courses that have books that can be purchased at this store: Political Science (POL-SCI), English (ENGLISH), Communication Studies (COMM-ST), Philosophy (PHILOS), etc.

How to Print Your Booklist

1. Go to one of the bookstore websites.
2. Click on “Textbooks & School Supplies” tab at the top.
3. A menu will open. Click on “Print Your Book List.”
4. Select the appropriate term from the dropdown list and then click “View Booklist.”

5. Your book list will show on the next page. If you haven't enrolled in classes yet, use the method below to find your books.

How to Find Textbooks

1. Go to the appropriate bookstore's website.
2. Click on "Textbooks & School Supplies" tab at the top.
3. A menu will open. Click on "Shop & Compare."
4. Read the information on the page. Click on "agree" to continue.
5. Select your courses using the form. This page requires the term/semester, department, course, and section. This information is available in Pathway.
6. Read the information on the page. Click "Begin Price Comparison" to continue.
7. The next page will show the books/materials for the course and options for purchasing.

NOTE: Do not rent the required books for N481. These books will be used in future courses.

RN-BSN WELCOME PACKET

CANVAS

Online courses at UMKC are accessed through Canvas (<https://online.umkc.edu/lms/>). Please review the Canvas orientation for more information (<https://online.umkc.edu/canvas-orientation/>).

If you have additional questions about Canvas, please contact your instructor or visit <https://online.umkc.edu/support/> or <https://online.umkc.edu/support/canvas-support/>.

NOTE: It may take 24-72 hours after you have enrolled to be added to the Canvas classroom. There is no way to expedite this process. Students are encouraged to enroll in courses as soon as possible in order to gain access to Canvas at the start of the course.

DROPPING A COURSE

Prior to dropping a course, students are encouraged to reach out to their advisor (nurses@umkc.edu) so that their plan of study can be revised.

Please visit the following link for instructions on dropping a course:

<https://www.umkc.edu/registrar/registration/>

If you want to drop all of your courses in a semester you will need to first submit the Term Withdrawal Survey. This is required even if you plan to return in a future semester.

Please visit the following link for more information:

<https://www.umkc.edu/registrar/withdraw/default.asp>

If you plan to drop all courses and take a semester off, you will need to submit a request for a leave of absence (see “Leave of Absence” section).

NOTE: It is recommended that you contact Financial Aid (finaidhospitalhill@umkc.edu or 816.235.1154/816.235.6783) if you are using aid to determine if dropping a course will affect your aid.

Be aware that if you receive an email that you are being dropped from a course for non-payment that you will still receive a bill in the future. Please contact the Cashier’s Office for more information at 816.235.1365.

LEAVE OF ABSENCE

Students who will be taking one or more semesters of from the program are encouraged to request a leave of absence. An approved leave of absence ensures that a student's program and graduation requirements do not change during their time away. A student who does not request a leave of absence is subject to the program and graduation requirements in effect at the time of their return.

To request a leave of absence a student must complete the following forms:

- School of Nursing & Health Studies Leave of Absence Form:
<https://app.smartsheet.com/bform/1c4f262d9c994e11a535dc1c67702854>
- University of Missouri-Kansas City Leave of Absence Form:
[Leave of Absence \(LOA\) Request form](#)

If interested in taking a leave of absence, please email (nurses@umkc.edu) for more information about deadlines and submission.

VARIOUS HOW-TOS

How to View Final Semester Grades

1. Log in to Pathway.
2. Click on “Self Service.”
3. Click on “Student Center.”
4. Under the “Academics” heading, click on “Grades.”

How to View Billing Information

1. Log in to Pathway.
2. Click on “Self Service.”
3. Click on “Student Center.”
4. Under the “Finances” heading, click on “Other Financial...” and then “Account Activity.”

INFORMATION & RESOURCES

Academic Calendar - <https://www.umkc.edu/registrar/acal.asp>

University Catalog - <https://catalog.umkc.edu/>

School of Nursing & Health Studies Policy & Procedure Manual - <https://sonhs.umkc.edu/current-students/>

The Writing Studio - <https://www.umkc.edu/writingstudio/index.cfm>

A-Z Index - <https://www.umkc.edu/az-index.html>