Graduate Student Guide

Welcome to Research College of Nursing. We are very pleased that you have chosen us for your graduate education. Six tracks are currently available, which includes the Family Nurse Practitioner, Adult-Gero Nurse Practitioner, Executive Nurse Practice: Healthcare Leadership, and Nurse Educator, Clinical Nurse Leader, and RN-MSN track. Graduates from our program will be eligible for respective certification examinations once degree requirements are met.

This document is intended to be a ***brief guide*** you as you enter into our system. Complete information about the program is found at www.researchcollege.edu. more More complete policies, and sample curriculum plans are found in our College Catalog and Guide to Student Life on the college website. Some of you are quite familiar with Research College of Nursing (RCN) and some of you are participating from a distance. We hope that this will serve as a reference to answer your questions, and link you to the support you need. The website has a link for Master's and Post Master's students, and Resources and Form tab. These links contains information, forms, and resources referenced in this guide. Please refer to it frequently. This guide also will link you to a personal connection with the Graduate Program Director, Dr. Lynn Warmbrodt who will be happy to answer your questions, or visit with you about graduate school. A full faculty and staff directory is available to you on the www.researchcollege.edu website under the "About us" link.

Program History

Research College of Nursing first considered the addition of a graduate program in 1989. The health care environment was rapidly changing with an emphasis on community-based, cost-contained, managed primary care. With the potential for more publicly funded health care, opportunities for advanced practice nurses seemed likely, especially in underserved, rural or vulnerable populations. It was within this environment that the RCN graduate program was initiated. Other factors were also influential. A needs assessment was conducted in preparation for the North Central Association self-study which indicated a desire for advanced practice nursing education, particularly in the area of family nurse practitioner education. The college was stable with capable administrative leadership and faculty. There was favorable acceptance of the concept in the immediate community. While there were two other public university-based programs in the area, their enrollments were limited.

In 1995, RCN proposed the initiation of a Master of Science in Nursing Program with a Family Nurse Practitioner (FNP) option. Unlike the undergraduate program, the graduate program is operated solely by RCN. Initial accreditation was granted by the Commission on Institutions of Higher Education of the North Central Association of College and Schools in August, 1995

The first actual class was admitted into the Family Nurse Practitioner Option in January of 1997. Three students were awarded a Master of Science in Nursing (FNP option) in August 1999.   In 2010, the program started an Adult-Gero Nurse Practitioner track. This track graduated its first cohort in Dec. 2012.

The Nurse Executive: Healthcare Leadership track was initiated in 2001 this program is designed to prepare nurse executives who serve as leaders in the ever changing healthcare system.

In fall of 2012, we began our first RN-MSN cohort group.

In response to the faculty shortage in nursing education, Research College of nursing initiated a nursing education track. This track is designed to prepare nurse educators in either academic or staff development positions. At the current time, we are not taking applications for our nurse educator track.

Four certificate programs are presently offered at RCN. The Nurse Educator, Executive Practice: Healthcare Leadership, Adult Gerontology Nurse Practitioner, and Family Nurse Practitioner. See the catalog for information regarding the certificate requirements.

Building security

For students wishing to access the college building, it is secured at all times. Students will complete a security access form available from the Secretary Jennifer Cooper. The building is open to students from 6am-10pm.

Organizational Chart and Committees

The graduate program is under the Administrative Leadership of the Dean and Graduate Program Director. The Graduate Curriculum Committee meets monthly and seeks the input of graduate students in the committee process. Each year, a graduate student is invited to participate in the committee meetings. Input provided by students is very valuable to the committee. Committee minutes are available to students on the "S" drive.

Catalog

All policies related to the graduate program can be found in the college catalog. [Research College of Nursing Catalog](#) available on the college website. It is updated annually.

Admissions/Advisement

The comprehensive admissions policy is printed in the catalog.
Students may be admitted to RCN as an Unclassified Student or a fully admitted student.
Students who are interested in taking a limited number of courses complete the
Unclassified Student Application The Graduate Program Director; Dr. Lynn Warmbrodt
will serve as advisor for all unclassified students. Students may take up to 3 credit hours
as an unclassified student before making application for full admission. Undergraduate
Students enrolled at RCN may take a total of 9 credit hours as an unclassified student.

Students interested in full time study complete the application form for full admission
through Nursing CAS, www.nursingCAS.org. Applications for admission to the Nurse
Practitioner track are reviewed once a year in February. A rolling admission process is in
place for the other tracks. Currently, we are not taking admissions to our Nurse Educator
track. Once admitted, students will receive a letter of admission. They will be assigned
an academic advisor. Leslie Burry, Director of Admissions can assist you in the
admissions, process. Her number is 816-995-2820.

Achievement of Student Learning Outcomes

In your last practicum course, you will be asked to reflect on how you met the student
learning outcomes. This reflection will be supported by artifacts and presented as an
electronic academic portfolio.

- In each Blackboard course there is an Academic Portfolio link on the left navigation
  bar. Please review the Academic Portfolio introduction.
- The student learning outcomes are located in the Research College of Nursing Catalog, as
  well as, in each course syllabus.
- An artifact can include but is not limited to written assignments, discussion postings,
  formal papers, bibliographies, presentations, journal, blogs, wikis, etc. that are completed
  by you throughout the program.
- Starting with your first course you will want to select and upload artifacts directly to your
  portfolio. You may also choose to save them to your own hard drive as a backup for
  upload at a later time. A benefit to storing artifacts in the Academic Portfolio from the
  beginning of the coursework is that is provides learners with an external backup of
  artifacts. Additionally, this facilitates completion of this final reflection.
- You will always have access to your portfolio tool no matter which course you are
  enrolled.
- More complete information can be found in your practicum course syllabi under
  "Assignments"

Transfer Credit

Students can submit up to nine credit hours for transfer credit. If you wish to have coursework evaluated for transfer, please complete the "Request to transfer form" and email to Dr. Lynn Warmbrodt.

Current Student Update

In order to get an email address, and be properly enrolled in Blackboard Learning System for online course, students must complete a name change form, available on the college website. with the college; Students must provide a driver's license or legal document, such as a marriage certificate of other court document

Accessing Email

Research College's email address will be used for all official college communication. Students must complete an email access form (included in your application to the program) to be entered into the system for access. Your email address is typically your firstname.lastname@researchcollege.edu Please make a point of regularly checking this email for information about registration, courses changes, policy changes, and other essential information.
The instructions to access email are below and also on the website. (Directions to Access RCN Mail). If you completed the HCA Computer Access Form and submitted it to Ali Weinel, then you should be able to access your Research College email. You will need your 3/4 ID…3 letters and 4 numbers, e.g. abc1234. If you do not know your 3/4 ID, you need to contact the HCA Midwest Service Desk at 816-276-4357 (276-HELP). **It is very important that you are able to access and check your RCN email!** All college announcements are sent to students via the RCN mail.
Current HCA employees will get the researchcollege.edu address added to their current Outlook account. This means that your Research College email will be mixed in with email that you would normally get about your current job role.

On-Campus
When you are on-campus, you are already on a HCA computer and network therefore you will not need to use the remote access to check email. Campus areas which HCA networked computers are available to use are:

      Learning Resource Center (LRC) (Research Medical Center 'B' Level)
      Classroom N (Research Medical Center 'B' Level)
      Testing area BT-1 (Research Medical Center 'B' Level)
      Room120 (Research College main building 1st floor)
      Room 2525 (Research College main building 3rd floor)
      Student Break Room (Research College main building Seelos Center in basement)
To check your email on an HCA networked computer log into the computer using your user ID and Password that you had setup for your email and once at the desktop launch the browser (Internet Explorer). This opens up to the HCA Intranet page (http://midwest.medcity.net). Point your mouse pointer over the word "APPLICATIONS" along the top of the page, then from the drop-down menu that appears, select "Web Mail" at the bottom of the menu. This opens up the Outlook Web Access login page. In the user ID field enter: hca\¾ user ID and in the password field

enter your network password. Please be sure to include the hca\ in the user ID field ahead of your ¾. If you do not, you will get an invalid credentials error.
When using your personal devices in either Research Medical Center or Research College's main facility, you can use the HCA Guest Access network.

Off-Campus Access Instructions
When you are set up for email you will also be setup for accessing your email from off campus locations via one of two methods:

Virtual Desktop Interface (VDI)
Simplified Remote Access (SRA)

Remote address: For VDI go to: **https://midwest.ns.medcity.net**
　　　　　　　　For SRA go to: **https://midwestra.clio.medcity.net**
Note: For the purposes of checking and replying to email the VDI method is preferred as it is faster.

Features of remote access

➲ Virtual Desktop Technology

➲ Connects you at work or at home

➲ Connection time is 75% faster

➲ Quick one time enrollment

➲ Compatible with Windows and Mac

Login Screen

User ID:　　　3/4 UID (hca\ is not needed in this instance)

Password:　　Network/PACs password
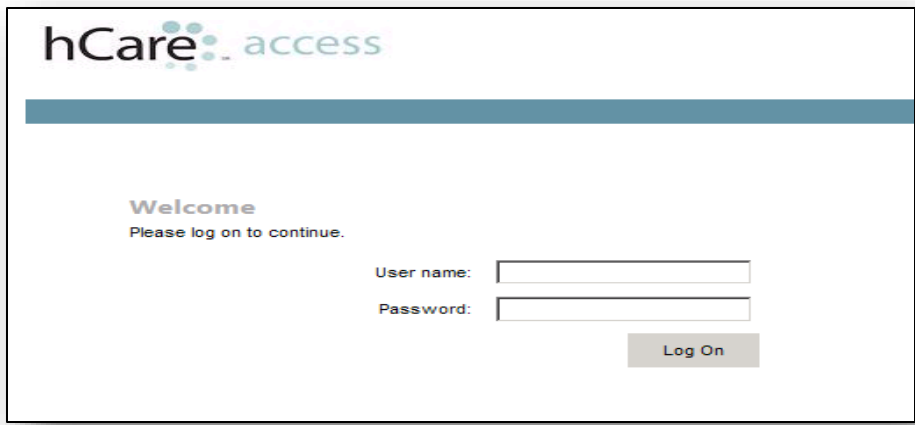
Download Citrix Client

The "**Download Client**" dialog box appears. Click the Download button. Click Run on the "File Download" dialog box. The hCare access client will begin installing on your machine.
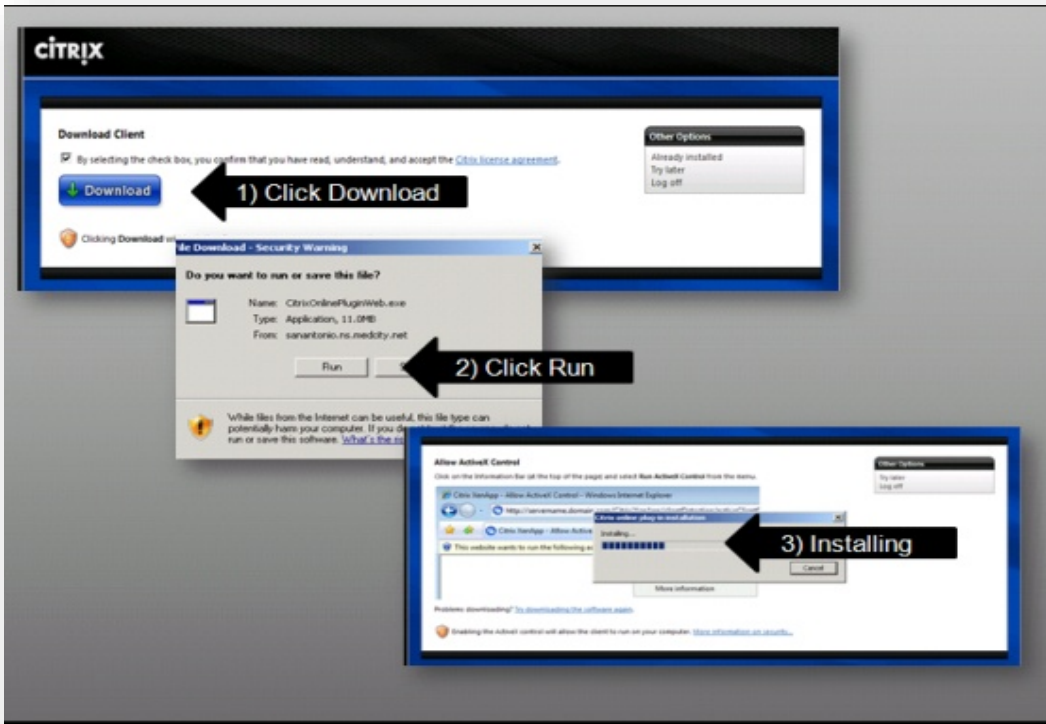
Enrollment in Remote Access

Before you can log in to VDI, you must first enroll by setting up your security challenge questions.

Select a challenge question, enter your answer and click continue.


** Once you set up your challenge questions, you will have to answer two of the four questions when logging on to VDI.

Authentication

From this point forward logging in on this machine will consist of clicking the hCare access link, providing your user name and password and your desktop will display.

The desktop will resemble the ones you are familiar with inside the HCA facilities.
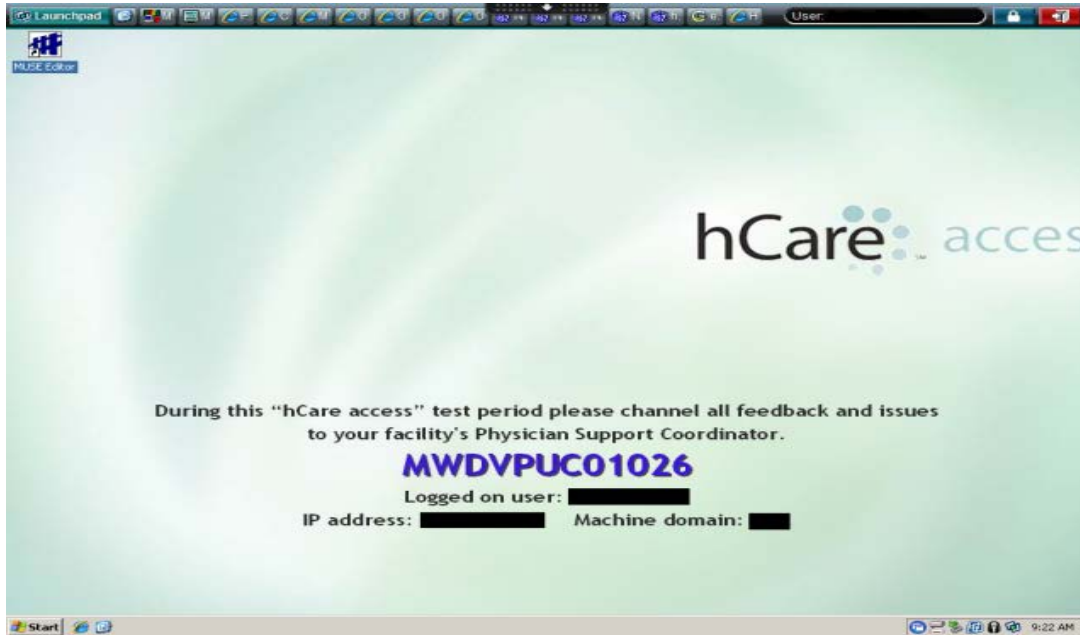
Time Outs

This system is designed to automatically log off after 20 minutes of no activity.

Outlook Web Access

On the Outlook Web Access login page, enter hca/3-4 ID. For example, hca/abc1234. Then enter your password. If login was successful, your Outlook Web Access (OWA) should open, displaying all your email.

If you have any questions, please contact the HCA Service Desk 24/7/365 at 816-276-4357.

MacIntosh Computers

MacIntosh computers and Safari internet browser are now compatible for access to the HCA domain**.**

 If you're using a **Mac**, it is possible to check your HCA Outlook Web Access email via the Simplified Remote Access, by downloading the latest version of **Firefox browser** and **Java** for your operating system.
This scenario has been tested with successful results.
Note: Safari and Chrome do not support the Java plug in needed to open the website so cannot be used at this time.

Disconnect vs. Log off
➲ **Disconnect –** Use this option if you have to be away from the system temporarily. This will end your session, freeing the machine to allow someone else to log in.

➲ **Log off** – Use this option if you are ending your session for the day.

Compatible Browsers

MS XP – 32 bit OS, IE 6, 7 & 8-32bit *
VISTA – 32 & 64 bit OS, IE 7 & 8-32bit *
Windows 7 – 32 & 64 bit OS, IE 8, 9, 10, 11 32bit* (Note: IE11 perferred)
Windows 8/8.1 32 and 64 bit OS using Internet Explorer 11
Windows 10 32 and 64 bit using Internet Explorer 11
Mac – 10.5, 10.6 OS X, Safari 5*
* Alternative approved browsers Chrome 6 and Firefox 3.6 and up

My Home Computer is a Mac

What if your home computer is a Mac? hCare access is compatible with Mac's operating system and utilizes Mac's web browser, Safari. On the later versions of Safari Java is no longer supported as a plug in for the browser. Firefox and Java can be installed and used as an alternative if Safari is not working.

Also, you can access VDI from an I-pad. Please see your IT Technical Resource Coordinator for details.

Windows 10 Computers

Microsoft's current version of Windows has been designated as Windows 10. It includes a new browser – Microsoft Edge. Microsoft Edge does not support opening either Simplified Remote Access (SRA) or Virtual Desktop Interface (VDI)> When attempting to open VDI you will receive this error:
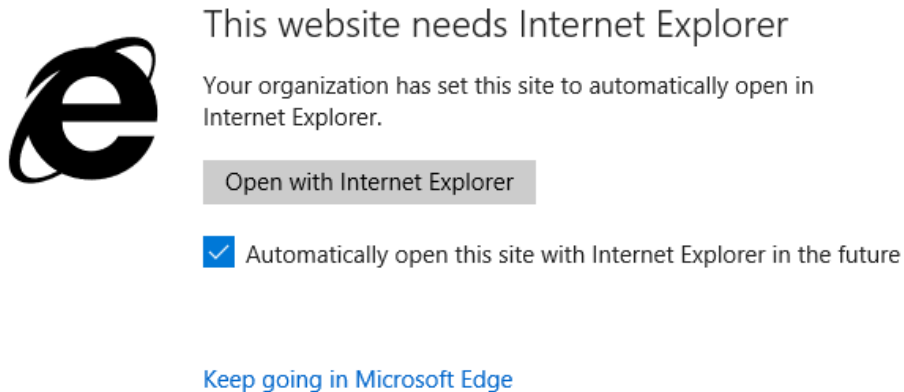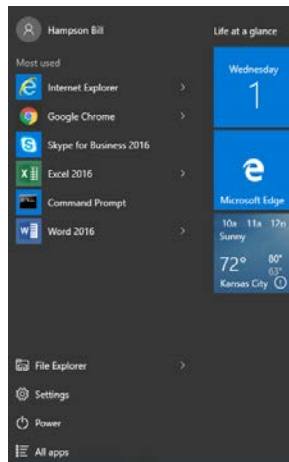

Internet Explorer is still available in Windows 10. To open it simply open the Start menu by either clicking on the Windows flag at the bottom left of the screen

Or pressing one of the Windows flag buttons on the keyboard – usually located between the Ctrl and Alt keys.

Once the Start menu opens:

You can just start typing Internet Explorer and an icon will appear that can be clicked on. Another way to get to Internet Explorer is to open Edge and click on the three dots located at the top right of the window. Once Internet Explorer opens you can log into the websites as outlined above.
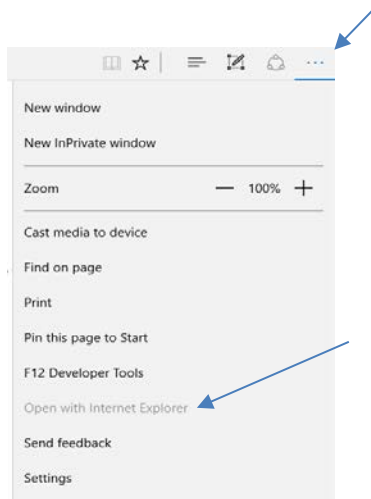
and then choose Open with Internet Explorer.

Email on phones: RCN is in the process of getting students access to college email on their IPhone. Contact Bill Hampson for further information.

Distance Learning

Our website, www.researchcollege.edu will be your source for a wide variety of information, from course offerings, textbook requirements, to our computer policy. The Student Computer Policy can be found in the Guide to Student Life It is recommended that you visit the Current Student section and click on MSN and Post Masters. This section houses the vast majority of the information you will need. The Catalog, The Guide to Student Life and the Graduate Student Guide in particular contain necessary policies, so you'll want to spend some time reading through those.

All of the courses you will be taking at RCN will be offered through a course management system called Blackboard (Bb). The courses are now on a new URL **Rockhurst.blackboard.com.** For full instructions on getting your new password for the new URL, please go to the RCN website, click on resources and forms, click on Blackboard instructions and follow the directions for graduate students. Just a reminder, the email link to get a password will ONLY go to your RCN email account. Make sure you can access your RCN email before attempting to get a new password.

A quick way to get started with Blackboard is as follows:
- Go to the RCN website at www.researchcollege.edu
- Click on resources and forms
- Click on accessing blackboard
- Follow the directions for the Graduate Student

- There are helpful people to contact listed at the bottom should you need help.

You will have access to your courses three business days before the day courses start.

If you have questions about Blackboard, contact our Director of Online Education, [Sheryl Max](#) for assistance. If you have technical or computer based problems, notify Bill Hampson, Director of Technology at 816 -995-2818.

Policies

All policies can be found in either the [Research College of Nursing Catalog](#) or the [Research College of Nursing Guide to Student Life](#). Students should pay particular attention to the [Graduate Academic Policy.](#)

Pre-Course Requirements

In order to gain access to your Blackboard courses, you'll need to complete some non-curricular prerequisites. Some of these prerequisites are done annually e.g. HIPAA and HITECH, Substance Abuse, Clinical Orientation, and some are only done once e.g. Orientation, Sexual Misconduct Prevention Training, Certified Background/Castle Branch. Generally speaking, you'll have access to this Blackboard course one month before the semester begin. Multiple attempts are allowed on each test in order to achieve a passing grade. For more complete information, see the Graduate Academic Policy, in the college catalog.

Registration

Our registration process is designed to be as convenient and student friendly as possible. Students are assigned an academic advisor by their track coordinator after they have been fully admitted, and can contact their advisor to set up a plan of study. After students complete the admission process, the steps in the registration process are as follows:

Step 1 Establish a meeting to review the program of study for your track with your advisor.

Step 2 Complete the [registration form](#). Student's electronically submit their registration form to their advisor, and will receive confirmation that they are registered as well as a bill from the financial office. Our registrar is [Camelia Williams](#)

Change of Track

Students will sometimes enter the program in a designated track and decide at some point to change tracks. The student request to change tracks will be reviewed as a new admission with the competitive, current applicant pool. Changes will be made based on the student qualifications, as well as space available. Students will meet the degree requirements in the track they have chosen. Students complete the [Change of Track Form](#) and forward it to Camelia Williams.

Graduation Year Cohort Change

Students will sometimes enter the program in a designated track, and design a program of study with a projected year of graduation. This projected year of graduation is designated as a "Cohort Group". Sometimes, students decide to change graduation cohort groups. Students will complete the "Graduation Cohort Change" form, and submit it to their advisor who will review the request with respect to curriculum requirements, and enrollment numbers. Changes are made based on the order in which the request was received and space availability. The advisor will notify the student if a change is possible.

Library
Students have access to electronic library resources. The secure passwords are located in your course syllabi. Kitty Serling at Ferris Library in Research Medical Center at 816-276-4309 may be of assistance.

Practicum/Preceptor Guidelines

Students in Practicum courses will be asked to identify preceptors to provide clinical experiences. Students will select preceptors in accordance with the preceptor guidelines which are on the www.researchcollege.edu Students and preceptors must meet the established guidelines.

Clinical Requirements
In order to enroll and participate in clinical courses, students must complete the clinical requirements found in the Practicum Course Requirements. Please see the college catalog for practicum course requirements.

Degree Completion
The semester before the anticipated graduation date, students MUST complete the Degree Candidacy Form. Research College of Nursing holds one graduation ceremony per year, in December. When a student completes their degree requirements, they are awarded a diploma or certificate. Information about graduation dates will be sent to you via the Research College email system.

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