Welcome to the Online RN to BSN Program at Galen College of Nursing! We are so excited for you to join the Galen family. To assist you with preparing for classes, we have prepared this guide. Ideally everyone would be enrolled at least two weeks prior to the start date. However, we know that is not always the case. If you are enrolled less than two weeks before the start date, simply work through these items as quickly as possible.

**ONE TO TWO WEEKS PRIOR TO CLASS**

**NEW STUDENTS**

- Spend time exploring the Canvas Student Orientation course online in Canvas
  - If you are new to Canvas, or online learning, the videos and quizzes in the Orientation will help you prepare to start online in Canvas. Remember, there is no passing or failing that course - it is solely there to help you prepare.
  - Set up your Canvas profile and time zone (instructions in Unit 2 of the Canvas Student Orientation)
  - Set up your Notification preferences (instructions in Unit 2 of the Canvas Student Orientation)

**ALL STUDENTS**

- Log into Canvas. Contact your Student Support Liaison if you have problems
- Spend time exploring the Online RN to BSN Student Resource Center in Canvas. Some items of particular interest include:
  - The Orientation Module (accessible via the 'Modules' link on the left)
    - This includes how to set up self-help to control your password, as well as how to get access to Microsoft Office for FREE
  - Session Start and End Dates (accessible on the Online RN to BSN Student Resource Center homepage)
  - Online RN to BSN Student Reps (accessible on the Online RN to BSN Student Resource Center homepage)
  - Time Management section - plan for success!
- Order your textbooks - The booklist is always posted on this page of the Galen website: http://www.galencollege.edu/nursing-programs/online/resources/
- Secure access to a web cam
- Lay out a schedule for completing your coursework. What days and times do you have to dedicate to your classes? Time management is crucial to being successful as an online learner!
THREE TO FOUR DAYS PRIOR TO CLASS

The Friday before classes officially begin, you will be given access to your courses in Canvas, as well as some of your course materials. You will receive an email notification to make you aware of this. You will have access to:

- The Course Syllabus
- The Course Calendar
- Course Welcome and Overview page/materials

Take some time to orient yourself to the course structure, and start filling in your calendar/planner with due dates. It is important to make sure you are planning your time appropriately throughout the week with other plans you might have (work, family, etc).

AT ANY TIME

If you have any questions or concerns in regard to your courses or Canvas, or are looking for something in particular and cannot locate it, please do not hesitate to ask your Student Support Liaison for help.

Again, welcome, and thank you for choosing us to help you succeed in your BSN journey!