California State University
School of Nursing

GRADUATE NURSING STUDENT CHECKLIST

PRIOR TO BEGINNING THE PROGRAM

___ Make sure ALL transcripts have been sent and received to university AND School of Nursing
___ Have received letter of acceptance from CSULA School of Nursing
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___ Have completed all pending requirements (pre-reqs, BSN, NCLEX etc.)
___ Have attended mandatory CSULA School of Nursing Orientation (day before Fall begins)
___ Obtain a CSULA student photo I.D. form Golden Eagle Service Center 323-343-6800
(you must have your CIN, CA I.D. , have paid tuition and registered for classes)
___ Obtain a CSULA network account; in addition to having your CIN and 4 digit pin to login to GET, you need to create a USER ID and password that will be used anytime you log on to a computer on campus (library, computer labs) that will provide you with a CSULA email to be used instead of personal email link: https://id.calstatela.edu/user/anonmain.jsp

DURING THE PROGRAM

___ For books please go to www.calstatela.edu click University Bookstore under “Campus&Resources” link in the middle of the screen.
___ Completed the Writing Proficiency Exam (WPE) or its equivalent by the end of your 1st qtr (if you have completed the requirement at another CSU or took the CBEST equivalent please submit the appropriate paperwork to clear the requirement and follow up with your advisor)
___ Have applied for Advancement to Candidacy after completion of 16 units of coursework with a GPA of 3.0 or higher (form available at SON advisement center)
___ Have met with option coordinator at least once a year or whenever a change occurs
___ Completed/ prepared to purchase the Nursing Requirements for Practice (see handout)

TOWARDS THE END OF YOUR PROGRAM

___ Applied for graduation 1 quarter in advance for the quarter that you plan to take your final Course(s) NOTE: If you do not have a current graduation application on file your degree will not be awarded
___ If you are taking COMPS contact the School of Nursing, refer to the MSN board or check the website for Information regarding dates (if you are only taking COMPS and nothing else you DO NOT need to pay tuition, just go to cashiers and pay a COMP fee)
___ If you chose project/thesis you must submit a copy to the university library (please refer to the SON and University graduate handbooks) Also, please make sure to notify your advisor/coordinator
___ NURSE PRACTITIONER Students: After your degree has been conferred you must attend an application session (information will be sent to you) to sign required paper work for your (1) nurse practitioner application to the Board of Registered Nursing (BRN) and your (2) application to sit for national certification (ANCC or AANP).