



## Pre-Licensure BSN Options Checklist

Please read and complete the following instructions carefully.

**STEP 1: UNM CON (College of Nursing) required forms due by the stated deadline in the acceptance email.**

Return the following forms by email to [hsc-con-admissions@salud.unm.edu](mailto:hsc-con-admissions@salud.unm.edu).

1. Required: UNM CON Decision Form

**STEP 2: UNM CON Required Reading**

1. [BSN Student Handbook](#)
2. [Dual Degree AND/BSN Option- NMNEC BSN Student Orientation Packet](#)
3. [Tuition and Fee Schedule](#)

**STEP 3: UNM & UNM CON Requirements**

UNM Undergraduate Main Campus Application

- If you are not a current UNM student, apply to [UNM Admissions](#). You must apply as regular UNM undergraduate degree-seeking student with an intended major of "Nursing", not "Online RN to BSN". Current UNM branch students must complete a [branch transfer](#) to main campus.
- Official transcripts are required for all courses completed outside the UNM system. Mail transcripts to: UNM Admissions PO Box 4895 Albuquerque, New Mexico 87196-4895. Send electronic transcripts to [apply@unm.edu](mailto:apply@unm.edu).

Create a UNM NetID

- Once you are admitted to UNM Abq campus, if you do not already have a UNM email address, you will need to create one. UNM branch campus students will already have a UNM email and can skip this step.
- Details for creating a UNM NetID (UNM email) are typically emailed out once you get your acceptance documents from UNM admissions. Details can also be found here: <https://netid.unm.edu/index.html>
- Important clarification: You will not be able to register for a UNM orientation OR register for UNM classes, until after you have created a UNM NetID. Once you create a NetID, it typically takes 24-48 hours for it to update in all of the UNM systems.

### Complete a UNM orientation

- All incoming UNM students are required to complete an orientation for the University of New Mexico. Students in the dual degree program have an online, self-paced orientation, Online Orientation: College of Nursing Dual Degree. If you haven't already, be sure to register for and complete that orientation, <https://nso.unm.edu/>

### Submit your In-Progress Classes

- If you are completing pre-admission classes at an institution other than UNM, please send official transcripts to UNM Admissions *after final grades have been posted*. You cannot register for Nursing courses until all required prerequisites/preadmission classes are successfully completed and transferred to UNM where we can see them as advisors. *You do not need to submit final transcripts with grades to NursingCAS, just UNM admissions.*

### Find your books & materials

- You can find books for UNM classes through the [UNM Bookstore](#). You will need to know the exact section for your cohort, which will be emailed to you by your advisor. Each section is specific to students at your school.

### If you would like one, request an HSC (Health Sciences Campus) Badge

- HSC student badges may or may not be required. However, you may or may not wish to get one to physically access the UNM libraries, gym, sporting events, etc. You may request an HSC badge at any time from your UNM CON advisor. You will be notified if an HSC student badge is required for your clinicals.

### Register for classes

- Registration for classes at UNM can be completed once all holds are resolved **and** all prerequisites are successfully completed and transferred to UNM. A registration tutorial can be found in LoboWeb >Student> Registration and Records> Registration (Add / Drop), Course Search, Check for Holds> then scroll down to just below the registration portal to find helpful videos.
- Course Registration Numbers (CRNs) will be sent to your UNM email.

### Attend or watch the dual degree UNM BSN Overview - Required

- The UNM CON advisement team will hold an online overview of the dual degree BSN Nursing program, featuring advisement, financial aid, IT & Canvas support, and academic success using the Zoom video conferencing platform. Details will be emailed.

### Scrubs and professional documentation

- As a dual degree student, details about required scrubs and clinical & professional documentation (also called compliance at some schools) will come from your partner school contacts. Professional documentation includes immunizations, certifications, drug screen, and trainings. Dual degree

students will work with UNM CON's Office of Clinical affairs starting Level 4. *If you have questions about your professional documentation, please get in touch your appropriate partner school contact.*

**STEP 4: Connect with UNM HSC as needed**

Contact details for our different offices, including phone numbers and emails can be found here: <https://hsc.unm.edu/nursing/about/contact/>