

# **RN to BSN Student Handbook**



Liberty University Department of Nursing

2010-2011 Academic Year

# Table of Contents

|   |    |
|---|----|
| General Information .....                       | 2  |
| Liberty University Mission Statement.....       | 3  |
| Overview of Baccalaureate Program .....         | 4  |
| Philosophy of Nursing Department .....          | 5  |
| Curriculum Objectives.....                      | 7  |
| Academic Dishonesty.....                        | 8  |
| Admission Information.....                      | 10 |
| Progression, Retention, Dismissal.....          | 11 |
| Grading, Transcript and Transfer Policies ..... | 12 |
| Course Descriptions .....                       | 13 |
| Computer Needs .....                            | 15 |
| Webmail/ASIST Instructions .....                | 16 |
| Blackboard .....                                | 17 |
| Registration .....                              | 18 |
| Methods of Payment .....                        | 19 |
| Drop and Withdrawal Policy .....                | 21 |

# **General Information**

## **The University**

Founded in 1971 by Dr. Jerry Falwell, Liberty University provides a Christian, comprehensive, coeducational environment committed to serious scholarship at the undergraduate, graduate and doctoral levels. The university is situated on a 160-acre campus equipped with complete classroom, dormitory, study, leisure, and recreational facilities. Liberty University is approved by the State Council of Higher Education for Virginia and is accredited by the Commission on colleges of the Southern Association of Colleges and Schools to award associate, bachelors, masters, and doctoral degrees. There are more than 11,000 undergraduate and graduate students in the traditional resident program and over 50,000 in our distance-learning program. The student body represents all 50 states and more than 74 countries.

## **The Department of Nursing**

The department of Nursing offers a generic residential Bachelor of Science in Nursing (BSN) degree, a RN to BSN track for distance learning students, and a Master of Science in Nursing (MSN) for distance learning students. Liberty University's nursing programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE) and the Virginia State Board of Nursing.

## **Academic Facilities**

Currently, 283,000 bound or microfilmed volumes are contained in the library, and the library participates in an area library cooperative program. The Arthur S. DeMoss Learning Center houses several large lecture halls, modern classrooms, and labs. The department of Nursing is housed on the second floor of the DeMoss facility and includes general and critical care clinical learning laboratories, four large classrooms, study areas, and faculty offices.

Liberty has installed a comprehensive computer system structure that allows students to reach their professors, various campus offices, and Internet from individual dorm rooms, as well as from off campus sights.

## **Motto**

“Knowledge Aflame”

## **Location**

In the heart of Virginia, Liberty University is located in Lynchburg on the south banks of the historic James River with the scenic Blue Ridge Mountains as a back drop. The city is over 200 years old and is noted for its culture, beauty, and educational advantages. Lynchburg is at the crossroads of U.S. highway 29 and 460 and has adequate transportation facilities via bus, railway, and air.

# Liberty University's Mission Statement

To produce Christ-centered men and women with values, knowledge and skills required to impact tomorrow's world. The mission is carried out for resident students through a rigorous academic program and structured social environment. It is carried out for external students in a comparable academic program but without the structure of the resident community.

## Aims

In support of its Philosophy and Mission, Liberty University seeks to provide its students with intellectual and cultural pursuits that:

1. Contribute to a knowledge and understanding of other cultures and of international events.
2. Promote an understanding of the Western tradition and the diverse elements of American culture and history, especially the importance of the individual in maintaining democratic and free market processes.
3. Foster university level competencies in writing, speaking, reading, social sciences, and natural sciences.
4. Convey the different ways of acquiring knowledge in the humanities, social sciences, and natural sciences.
5. Enable them to engage in a major field of study built on a solid foundation in the liberal arts.
6. Explore the moral dimensions and ethical implications in the disciplines offered by the University.
7. Assist in developing competence and determination in their approach to their vocation, including encouragement in choosing and following their vocation as a calling to do the will of God through all of life.
8. Promote the synthesis of academic knowledge and Christian values in order that there might be a maturing spiritual, intellectual, social and physical behavior.
9. Cultivate sensitivity to the needs of others and a commitment to the betterment of humanity.
10. Encourage a commitment to the Christian life, one of actively communicating the Christian faith, personal integrity, and social responsibility, which, as it is lived out, points people to Jesus Christ as Lord of the universe and their own personal Savior.

# **Overview of Baccalaureate Program**

The Department of Nursing offers a residential four-year curriculum leading to a Bachelor of Science degree in Nursing. The curriculum consists of 125 credits of which 50 credits are general education requirements, 20 credits are support courses, and 55 credits are nursing courses. Nursing courses are distributed throughout the four years with the concentration at the junior and senior levels.

An online track for registered nurses who have a diploma or associate degree also exists (RN to BSN). The curriculum consists of 120 credits of which 40 credits are general education requirements, 12 credits are natural science support courses, 11 credits of electives and 57 credits of nursing courses. Registered Nurses participating in the online nursing program receive 31 credits of advanced nursing credit once they are accepted into the program. This credit is based on students being licensed as an RN in the United States. Additional transfer credit is also applied to the non-nursing courses for previous coursework.

The nursing program is designed to provide individuals with a broad educational background, which builds upon Biblical experiences, liberal arts, behavioral, and social sciences as well as nursing. The curriculum for the nursing program at Liberty University is directly derived from the stated purpose, philosophy, objectives, and organizing framework of the Department of Nursing which is based on Patricia Benner's nursing theory and the nursing process. It provides a framework for practice and a conceptual approach to the nursing curriculum.

## **Purpose Statement**

The purpose of the Liberty University Department of Nursing Undergraduate program is to prepare baccalaureate level nurses who are committed to Christian ethical standards and view nursing as a ministry of caring based on the Benner theoretical framework. The nursing curriculum is built upon a foundation from the arts, sciences, and the Bible, and focuses on the use of the nursing process to guide the acquisition of nursing knowledge, the development of strong clinical skills, and a commitment to a sound work ethic.

# Philosophy of Nursing Department

The primary goal of the Liberty University Nursing Department is to educate Christian students to minister to others through nursing. The Nursing Department supports the following propositions based on the Bible, nursing process, and Patricia Benner's Nursing Theory.

God, the infinite source of all things, has shown us truth through Christ in nature, history and above all in Scripture.

Persons are spiritual, rational, moral, social, and physical, created in the image of God. Persons are self-interpreted beings who become defined as they experience life, having the capacity to be in a situation in meaningful ways because of embodied intelligence.

Nursing is a multiform activity that provides a wide range of health care to society. It revolves around the need for assessment, goal development, selection of interactions, delivery of care, and evaluation of responses. Nursing is a healing art communicated through the ministry of caring. The practice of professional nursing is defined by the seven domains of nursing roles:

1. The helping role
2. The teaching-coaching function
3. The diagnostic and patient monitoring function
4. Effective management of rapidly changing situations
5. Administering and monitoring therapeutic interventions and regimens
6. Monitoring and ensuring the quality of health care practices, and
7. Organizational and work-role competencies

Stress is the individual's perception physically, emotionally, or intellectually that smooth function has been disrupted. Harm, loss, or challenge is experienced and sorrow, interpretation, or new skill acquisition is required. Coping is a person's response to stress.

Caring is primary because it sets up what matters to a person, what counts as stressful, and what options are available for coping. Involvement and caring may lead one to experience loss and pain but they also make joy and fulfillment possible. Distance, control, and equanimity in the midst of suffering can trivialize distress.

Ministry is showing the love of Christ to others through service so that they may be drawn to Him.

Health is an individualized perception that can be interpreted differently by each individual. Since health is influenced by societal and cultural norms, it is important to consider both subjective and objective assessments of health.

Baccalaureate nursing education prepares the nurse to function in an active, participant role in the health care system. Nursing prepares the individual to be a leader, to be responsible, and to be accountable for his or her own actions. It also prepares the individual to think critically, problem solve, and make decisions for the provision of health care. Professional nursing

prepares the individual to function both independently and in collaboration, coordination, and consultation with other disciplines.

The faculty of the Department of Nursing believes that the baccalaureate degree is the minimum educational level of preparation for the professional nurse. The baccalaureate education prepares the graduate to enter professional nursing by providing a broad base in the humanities, social and natural sciences, and the knowledge, values and skills necessary for beginning practice in primary, secondary, and tertiary health care.

Courses in sociology, psychology, philosophy, and religion assist the individual to understand people, families, and groups within the community and to view matters in a broader context. Courses in natural science assist the individual in thinking critically. Courses in religion, theology, evangelism, and Christian service enhance the individual's understanding of God, His creation and His will. They contribute to the development of a sense of caring as a ministry to others as well as to foster a commitment to the Christian life.

The nursing faculty believes that teaching and learning are interdependent lifelong processes. Learning is a progressive and cumulative experience producing beneficial changes in behavior. Learning takes place in three domains: cognitive, affective, and psychomotor or performance. Motivation and readiness are necessary in the learning if learning is to take place.

It is the faculty's responsibility to oversee and assess individual learning needs and adapt teaching methods as students progress from novice to advanced beginners.

As facilitators of student learning, faculty must demonstrate advanced clinical judgment pointing out important cues and assisting students to think critically about clinical situations.

Excerpts taken from:

Benner, Patricia. (1984). From Novice to Expert: Excellence and power in Clinical Nursing Practice. Menlo Park, CA: Addison-Wesley Publishing Co.

Benner, Patricia. (1989). The Primacy of Caring: Stress and Coping in Health and Illness. Menlo Park, CA: Addison-Wesley Publishing Co.

# Curriculum Objectives

Upon completion of the Liberty University BSN program, the graduates will:

1. View Nursing as a ministry of demonstrating Christ's love to hurting people of all religions, creeds and cultures.
2. Provide and coordinate nursing care for individuals, families, and groups within the community.
3. Utilize critical thinking/problem solving skills in determining nursing interventions and applying therapeutic skills.
4. Demonstrate leadership skills in collaboration with clients, other professionals, and groups within the community for the purpose of promoting, maintaining and restoring health.
5. Apply a personal and professional Christian value system, based on Biblical principles, to ethical issues related to the practice of professional nursing.
6. Value the need for ongoing personal and professional development through both formal and informal learning experiences.

## Major Curricular Concepts

### **Nursing as a ministry of demonstrating Christ's love to hurting people**

- \* Servant's heart
- \* Pain management
- \* End of life care
- \* Cultural compassion

### **Critical thinking/problem solving skills**

- \* Nursing process
- \* Evidence-based practice
- \* Multisystem integration

### **Leadership skills**

- \* Communication
- \* Assessment
- \* Working in groups
- \* Professional behavior

# Academic Dishonesty

Dishonesty of any type is NOT tolerated by the Department of Nursing. Students who lie or cheat in any manner may be subject to permanent dismissal from the nursing program.

Definition: During examinations, academic dishonesty shall include referring to information not specifically condoned by the instructor. It shall further include receiving information from a fellow student, as well as stealing, buying, selling or transmitting a copy of any examination. In the case of papers, projects, or any assignment prepared outside class, academic dishonesty shall include plagiarism. Plagiarism shall include the following:

1. Omitting quotation marks or other conventional markings around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Replicating another student's work or parts thereof, submitting as a student original.

Falsifying documents is the unauthorized signing of another person's name to official forms or documents or the unauthorized modification, copying, or production of a University document. The penalty for any other form of in-class dishonesty, other than given above, will result in failure for the specific activity (quiz, class assignment, etc.). Any student who shall knowingly assist in the form of dishonesty mentioned above shall be considered as equally responsible as the student who accepts such assistance.

Reporting Procedures: In any instance of academic dishonesty, the instructor shall notify the department chairperson, providing the written evidence of the infraction and within one calendar week, confront the student. If, after conferring with the student, the faculty member believes that an incident of academic dishonesty has occurred, a brief report will be written outlining the incident(s) and sent to the department chairperson. The penalty for each infraction may include dismissal from the class for the remainder of the semester and a grade of "F" for the course.

Appeal Procedure: When a student has been accused of academic dishonesty, which necessitates disciplinary action, and the student feels he/she is being unjustly accused or is being treated unfairly, he/she may wish to appeal the decision of the faculty member. Please refer to the Liberty University Academic Policy handbook for a complete outline of the appeal procedure.

# **RN to BSN**

- \* Course information
- \* Institutional Policies
- \* Course Descriptions

# Admission Information

(All policies and procedures as stated in the current Liberty University Catalog apply unless otherwise stated.)

Students who are admitted into the RN to BSN program must first meet certain prerequisites before they may begin registration for nursing classes. Admission requirements are listed below.

- Distance Learning Application
- RN licensure in state of residence (copy of licensure document)
- Official transcripts

*Upon acceptance into the program and United States RN licensure verification, 31 hours of advanced credit will automatically be applied toward students' Bachelor of Science in Nursing.*

Credit for RN licensure:

|          |   |                          |
|----------|---|--------------------------|
| NURS 105 | Medical Terminology                       | 1 credit                 |
| NURS 221 | Fundamentals of Nursing                   | 4 credits                |
| NURS 305 | Pharmacology I                            | 2 credits                |
| NURS 306 | Pharmacology II                           | 2 credits                |
| NURS 301 | Strategies for Adult Health Care I        | 5 credits                |
| NURS 302 | Strategies for Adult Health Care II       | 5 credits                |
| NURS 352 | Caring for the Childbearing Family I      | 4 credits                |
| NURS 353 | Caring for the Childbearing Family II     | 4 credits                |
| NURS 460 | Advanced Strategies for Adult Health Care | <u>4 credits</u>         |
|          |   | <b>Total: 31 credits</b> |

**\*Please see the RN to BSN degree plan for additional course information**

## Required Science Courses

**The required science courses, BIOL211, 212, 203 and CHEM courses are not offered online through Liberty University. If a student does not transfer these courses into Liberty, they may take these courses at a local or online community college or university after receiving approval from the Transfer office.**

# Progression, Retention, Dismissal

Equally important to the admissions requirements into the nursing program are those criteria which govern maintenance of the student's status once admission is achieved. These criteria are listed below.

- A. Minimum of a grade of "C" in **all nursing courses**. The student may repeat one nursing course (with faculty permission) while enrolled in the program. The second failure of a nursing course, a grade less than a "C", will make the student ineligible to continue in the nursing program.
- B. Satisfactory citizenship and behavior must be maintained. Students suspended from the university will be subject to faculty review as to continuation in the program. The nursing faculty reserves the right to dismiss from the major, students who exhibit unprofessional or unethical behavior.
- C. A test/exam (does not include quizzes) average of 77% or better is required to pass any NURS course.
- D. Students are encouraged to follow course sequence.

## Sequence of nursing courses

NURS 350 Advanced Communication

This is the foundation course for the RN-BSN program and must be the first nursing course. Students will learn how to write at the professional level, utilizing American Psychological Association (APA) format. Success in subsequent nursing classes is fostered by completing this course first.

NURS 215 Sciences in Nursing

NURS 210 Health Assessment

NURS 325 Nursing Concepts

It is suggested that the above courses be taken next. Completion of all Science classes is strongly suggested prior to taking NURS 210 & NURS 215. In addition to the on-line format, NURS 210 & NURS 325 may be offered in a one-week residential format as student interest allows.

NURS 417 Crisis Nursing

NURS 225 Research in Nursing

NURS 440 Strategies for Community Health Care

NURS 490 Leadership in Nursing

The above courses should be completed next. It is suggested that NURS 440 & 490 be taken after the research course. Students should keep in mind that NURS 440 is a five credit class when registering.

NURS 492 Advanced Concepts of Nursing Practice

This is the capstone course for the RN-BSN and must be the last nursing course in a student's plan of study. All other nursing courses must be completed prior to taking NURS 492. Students will be expected to integrate knowledge from previous nursing classes in this course.

# Grading, Transcript, and Transfer Policies

## Grading

The RN to BSN student standing in each course will be indicated by the following letter grades:

A = 93-100%

B = 85-92%

C = 77-84%

D = 66-76%

F = less than 66%

Grades must be at least 77% or above to pass

## Course Repeat Policy

The course repeat policy allows students to repeat one nursing course (with faculty permission) while enrolled in the program. The second failure of a nursing course, a grade less than “C”, will render the student ineligible to continue in the nursing program.

## Transfer Policy

- Students may transfer in general elective and investigative studies into the RN to BSN program.
- Upon verification of licensure and acceptance into the RN to BSN program students will receive 31 credit hours of advanced credit for their previous experience (course listed under credit for previous experience).
- Apart from the 31 credit hours of advanced credit, students must complete all nursing classes through Liberty University (unless an appeal is approved through the department chairperson). Students must also complete at least 30 credit hours through Liberty in order to graduate from the university.

## Transcript Evaluation Appeal

- Student must contact school of course(s) in question and obtain a course description from the semester the course was taken.
- Student must complete transfer evaluation inquiry form and submit to luotransfer office for review.
- Transfer Evaluations will communicate with student regarding appeal.

## Request to Take Courses at Another Institution

- Fax, mail, or email course description and/or syllabus with the name of the regionally accredited school, along with the RTTAC form (request to take courses at another institution) to the luotransfer office.
- Transfer Evaluations will contact student with decision.

# Course Descriptions

## **NURS 210 Health Assessment 2 hours**

**Prerequisite:** Admission to the BSN program

This course focuses on the development of a body of systems approach to health assessment of individuals emphasizing normal growth and developmental responses across the lifespan. Content includes an introduction to the knowledge and skills of health assessment through a variety of methodologies.

## **NURS 215 Sciences in Nursing (Pathophysiology) 3 hours**

**Prerequisite:** Admission to the BSN program

The focus of this course is on the physiological changes resulting from imbalances in the man-environment interaction throughout the lifespan. The emphasis is on application of general concepts of adaptation and homeostasis to each of the body's systems and on the relationship of these concepts to the practice of nursing. The course provides the student with scientific knowledge base applicable to more advanced clinical practice of nursing.

## **NURS 225 Research in Nursing 3 hours**

**Prerequisite:** Admission to the BSN program

This course provides a comprehensive overview of the research process including methodology, design and interpretation of findings. It focuses on the acquiring of knowledge and skills essential for critical evaluation of research reports as well as guidance in developing a formal research proposal. Previous learning related to theories of adaptation, nursing, human growth and development, education, health on a continuum, systems, caring and environment are incorporated into the research process with an emphasis on improvement of client care.

## **NURS 325 Nursing Concepts 1 hour**

**Prerequisite:** Admission to the BSN program

This course is designed to assist the registered nurse/student through the transition between basic nursing preparation and a more advanced level of nursing practice. Focus is on concepts and issues related to the professional nurse, the nature and scope of professional nursing, and selected theoretical models for nursing practice.

## **NURS 350 Advanced Nursing Communication 3 hours**

**Prerequisite:** Admission to the BSN program

It is essential that professional nurses have communication skills that are effective in promoting optimal interaction with others in a variety of situations. This course focuses on developing expert communications skills when communicating with other health care providers and patients and when communicating professional information through writing and speaking.

## **NURS 417 Crisis Nursing 3 hours**

**Prerequisite:** Admission to the BSN program

This course focuses on care of individuals and families in crisis. Theories of adaptation as well as situational and maturational crisis will be discussed and applied through the use of the nursing process.

**NURS 440 Strategies for Community Health Care 5 hours**

**Prerequisite:** Admission to the BSN program

This course focuses on the application of the nursing process to a population or community group. Emphasis is placed on community assessment process and the development of nursing strategies to assist multi-problem families, considering health on a continuum throughout the life span. Family systems' theory, and theories of adaptation and educational needs of various populations will be addressed. In addition, the nurse's role in the community health care team and an understanding of health care needs of different cultural groups will be studied.

**NURS 490 Leadership/Management in Nursing 3 hours**

**Prerequisite:** Admission to the BSN program

Health care organizations and the leadership/management skills required in various nursing care delivery systems are explored in this course. Emphasis is in leadership roles of the nurse as an individual and a group member. While caring for groups of patients and individuals, students will explore a variety of nursing roles such as associate nurse, primary nurse, medication administrator, and patient caregiver. Students are expected to synthesize previously learned knowledge in complex nursing situations and to expand their abilities to use the problem solving and decision-making process.

**NURS 492 Advanced Concepts of Nurs Practice 3 hours**

**Prerequisite:** Admission to the BSN program and completion of all other NURS courses.

This course will serve as a capstone course for the BSN program integrating all previously learned information.

# Computer Needs

Each student accepted into the RN to BSN program must have basic computer competencies. Students will be asked to complete assignments using various Microsoft Word applications. In order to successfully complete these assignments students must have access to a computer that has the capacity to:

- Read and write in Microsoft Word. (Microsoft Office is available to Liberty University students for a minimal charge through the University bookstore.)
- Access online sites including the Liberty sites.
- Daily send and receive email via Liberty webmail.

It is recommended that RN to BSN students also have the following programs installed with Microsoft Word:

- Excel
- Powerpoint
- Access

Upon admission each student is assigned a computer account and an email address on Liberty University's network computer system. Correspondence from the campus, including the Nursing Department faculty and staff will be delivered via the Liberty Webmail address.

**\*\*Students are required to check their Liberty Webmail address at least every 48 hours!**

# Webmail/ASIST instructions

Students are required to check their Liberty webmail at least every 48 hours!

How do I create my username and password?

- Log into [www.luonline.com](http://www.luonline.com)
- Click on the 'Account Login' option, followed by 'Create an Account'
- You will need to enter your student Id# which has been provided for you. Once your username and password has been created, close the window

How do I change my username and password?

- Log into [www.luonline.com](http://www.luonline.com)
- Click on the 'Account Login' option, followed by 'Forgot my password'
- Follow the instructions to change your password

How do I logon to my ASIST account?

- Log into [www.luonline.com](http://www.luonline.com)
- Enter your username and password in the LU Login box
- Click on "ASIST"

How do I logon to my webmail account?

- Log into [www.luonline.com](http://www.luonline.com)
- Click on the LU Login link
- Click on "Webmail"
- Enter your username and password in the Microsoft Outlook page

# Blackboard

## What is it?

Blackboard is the online learning environment used to support the Nursing Department as well as most other Liberty University academic departments. Blackboard is user friendly and provides a direct link between the student and the professor. Each course in the RN-BSN completion program includes Blackboard support.

## Login

To login to the Blackboard environment follow the directions below:

- Log into [www.liberty.edu](http://www.liberty.edu)
- Click on the LU Login link
- Click on “Blackboard”
- Use your username and password to login to Blackboard

## Using the Buttons

Blackboard is characterized by a set of buttons that appear on the left side of the screen. Each professor has uploaded course information that can be found using each button. The best way to familiarize yourself with Blackboard is to complete the ‘Student Tutorial’ located on the main Blackboard page.

**Announcements-** Current announcements are listed on the opening of the page of each course. This button brings you back to the opening page.

**About Your Course -** This button will lead you to a complete copy of the Syllabus, Course Information Guide, and Course Chart or agenda that is helpful in planning your work for a particular course.

**Course Content** – This button will lead you to the modules that contain material for each lesson including the Overview, Learning Outcomes, Readings, Instructor Notes, Learning Activities and Additional Materials.

**Discussion Board** – This is a place where students communicate with each other and the professor.

**Faculty Information-** This button yields information about the professors that generated and/or videotaped the course. It also informs you who is currently managing the course and grading your assignments.

# Registration

Please contact your New Enrollment Specialist for your first registration. A New Enrollment Specialist can be reached by dialing the main Distance Learning number: 1.800.424.9595 for Undergraduate and 1.800.424.9596 for Graduate.

Students who have already completed their first course, may go through the Nursing Academic Advisor. The Nursing Academic advisor can be reached via email and by phone at the main Distance Learning number. However, students are also able to register themselves via ASIST.

## Tuition and Fees

- Undergraduate degrees \$295/credit hour for full time (12 hours)
- Undergraduate degrees \$320/credit hour for part time
- Technology fee (per semester) \$175
- Graduation fee \$100

\*Course materials such as books are purchased separately.

# Methods of Payment

Students may pay for their courses in one of four ways:

1. Out of pocket – credit card, check, money order (payment plans are available)
2. Vocational Tuition Assistance through employer
3. Military Tuition Assistance
4. Financial aid

## **Vocational Tuition Assistance Through Employer**

Student must ask the company to mail or fax a letter to the Financial Aid Corporate Tuition Assistance/Outside Scholarships coordinator. The letter must indicate the name of the student, the amount of the tuition that they will pay and the name of the course.

The Financial Aid office will then bill the employer after the activation date of the course.

## **Military Tuition Assistance**

Students in the United States Army must create an account through the Go Army Ed portal.

Additional information regarding this site can be obtained from the Education office on post or [www.luonline.com](http://www.luonline.com)

All other branches of the military are required to submit Tuition Assistance forms approved by education officers on post. Once the approved form is obtained, a copy must be faxed or emailed to the military office at [luomilitary@liberty.edu](mailto:luomilitary@liberty.edu).

## **Financial Aid**

### **Step 1: Apply for Federal Student Aid**

Ask the Department of Education to send the data on the FAFSA application to Liberty University by listing Liberty in the required code section at the beginning of the FAFSA and using Liberty's school code, **010392**. The Free Application for Federal Student Aid (FAFSA) can be obtained at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Step 2: Review your Student Aid Report (SAR)**

The student and Liberty University will receive a copy of the SAR. The information provided will be used to determine the entire financial award for the academic year. The government selects 30% of all SARs for verification. After verification is complete, Liberty's Financial Aid department will send an official AWARD LETTER via the Liberty webmail account that will list all financial aid for which the student is eligible to receive.

### **Step 3: Apply for a Stafford Student Loan**

For detailed information regarding the application process go to: [www.liberty.edu/financialaid](http://www.liberty.edu/financialaid).

**Financial Aid Office:** 1-888-583-5704 [financialaid@liberty.edu](mailto:financialaid@liberty.edu)

## **Financial Check-in**

All students are required to complete Financial Check-in after registration, as payment will be made via this step as well as important university policies listed. To find out specific deadlines and their corresponding academic terms, please see the 'Important Dates' link on [www.luonline.com](http://www.luonline.com).

## **Directions for Financial Check-in:**

Financial check-in is the final step that completes the online registration process.

- Go to [www.liberty.edu](http://www.liberty.edu) and click student login
- Enter your username and password.
- Under “Accounts”, click “ASIST”
- Click on **Student and Financial Aid**.
- Click on **Financial Check-in and complete the process**.
- After completing Financial Check-in print the “**Thank you for Completing Financial Check-in**” page. This page will show the breakdown of your payment plan and contract.

Note: The first payment of an installment plan will be processed in 24-72 hours and the remaining payments will be processed on the date you select from the drop down menu.

## **Important Policies**

- **Late financial check-in fee:** Students will be charged a late financial check-in fee if check-in is not completed by the financial check-in deadline. Students who have not completed check-in by this date will be dropped from courses (excluding military students who pay by Tuition Assistance).
- **Broken enrollment fee:** Broken enrollment will be at one year of inactivity. In other words, if the deadline for your last class was before June 1, 2010, and it is after June 1, 2011, you will need to complete a reapplication. There will be a re-application fee of \$50 for all students who have broken enrollment. This fee will apply to students who allow more than one year to elapse from their original course end date before they begin a new course.

## **Drop and Withdrawal Policy**

**Drop Policy:** Students may drop any course for a full refund before the course activation date. Students may drop via ASIST or by sending an email, fax or letter including student ID number, the name of the course and a statement regarding a desire to drop the course to the academic advisor.

**Withdrawal Policy:** Students may withdraw from any course with a prorated refund depending on the date of withdrawal. A written request must be emailed to the advisor, including student ID number, the name of the course and a statement regarding a desire and reason for withdrawing from the course. Withdrawing from courses does not adversely affect GPA. Policies regarding a withdrawal may be obtained from the academic advisor. Before withdrawing, please read the policies.