### SUMMER ORIENTATION – April 30 - May 1, 2015
**NEW BSN STUDENTS**
*THIS SCHEDULE IS SUBJECT TO CHANGE*

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<td><strong>SON Bldg. Room 1.304 (unless noted)</strong></td>
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<tr>
<td>7:00 - 8:00</td>
<td>Registration (SON Lobby)</td>
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<tr>
<td>8:00 - 8:30</td>
<td>Dean's Welcome</td>
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<td>8:30 - 10:30</td>
<td>Photos - Levin Hall 4th Floor</td>
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<tr>
<td>10:30 - 11:30</td>
<td>Program Orientation and Overview</td>
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<td>Lunch Provided</td>
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<td>12:30 - 1:00</td>
<td>Interprofessional Education</td>
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<td>1:00 - 1:15</td>
<td>MySTAR</td>
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<td>General Compliance/HIPAA</td>
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<td>1:45 - 2:00</td>
<td>Rsch Bldg. Rsch Bld. 6, Testing Ctr, Rm. 1.400 for remaining presentations</td>
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<td>3:00 - 4:00</td>
<td>ATI Overview</td>
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<td>5 Things You Need to Know and Where to Start</td>
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<td>2:15 - 2:30</td>
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<td>2:30 - 4:30</td>
<td>Process for Nursing Success - SON 1.442/1.444</td>
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TO: Baccalaureate Nursing Students

FROM: Cherry Beckworth, PhD, RN, CNE
Associate Professor
Baccalaureate Program Director – Junior Level

DATE: February 2015

RE: New Student Orientation Information

On behalf of the faculty of the School of Nursing at The University of Texas Medical Branch, I would like to welcome you to the Baccalaureate Nursing Program. It is my hope that you will achieve your educational goals during your tenure with us. This letter is to provide specific information about our program and requirements that must be complete prior to orientation.

Your orientation to The University of Texas Medical Branch (UTMB) is scheduled for April 30 and May 1, 2015. All new students are required to attend orientation.

You will notice that requirements and expectations for attending a professional school may be quite different than your previous scholastic experiences, and we are very eager to assist you in meeting these new challenges.

The first class day will be Monday, May 4, 2015. A schedule of key dates for the 2014-2015 academic year is available on the website for your long range planning, and may be accessed at the following link: http://nursing.utmb.edu/academic-calendar/AcademicCalendar.pdf.

**SON Curriculum**

The total curriculum plan is listed on the website for your respective track. The fall and spring terms include fourteen weeks of classes and a final exam week, and the summer term is twelve weeks and a final exam week. You will notice on the academic calendar that there are breaks between each semester, as well as holidays and Spring Break. The number of clock hours students must spend to earn semester credit for clinical and laboratory hours differs from that earned for classroom work. One clock hour spent per week in the classroom over the course of a semester earns one credit hour. To earn one semester credit for clinical and laboratory work, you must put in three clock hours per week. Therefore, your weekly time commitment as a student in a professional nursing program will be, undoubtedly, heavier than for your prerequisite course work.

**Course Plan for Fall 2014**

As a full-time student, you can expect to be enrolled in up to 14-17 credits and to be engaged in classroom, laboratory or clinical activities Monday through Friday, as well as occasional weekends. Some clinical experiences are routinely on weekends due to the large number of schools competing for clinical resources.

The School of Nursing has many resources to assist students to succeed academically. You will be assigned a faculty advisor and should make an appointment at your earliest convenience to meet your advisor. **You are expected to communicate regularly with your advisor**, who will be your guide throughout the program. During orientation, you will have the opportunity to learn about our tutoring programs and the many other resources available on campus to assist students with academic skills.
Managing a Full-Time Course Load

We recommend that full-time students not be employed for the first term. After that, we have found that some students may be able to manage and may benefit from part-time employment. Any work hours must be scheduled so that they do not conflict with course commitments and should be kept to a minimum number of hours. Clinical activities during the program may include days, evenings, nights and weekends, as well as include travel to clinical facilities in the Galveston and Houston areas.

Financial Aid

Because we realize that financial resources are an important priority for all students, financial aid information from the UTMB Office of Enrollment Services was previously included with your acceptance packet. We urge you to explore every opportunity for financial assistance so that you will be optimally positioned to succeed in our program. We will provide information at orientation regarding resources for financial aid.

Resources Students Will Need

- Transportation – You will be responsible for transportation to clinical sites. Therefore, you will need access to a car for your transportation for clinical activities. While some experiences will be “on campus” at UTMB hospitals and clinics, all students will have experiences at a variety of area hospitals, health departments, clinics and patient homes. All students need independent transportation, and you should build transportation costs into your budget.
- You can expect to have coursework assignments that will be available online; therefore access to a personal computer with broadband internet access (Cable/DSL) is essential. Furthermore, the e-mail system is used extensively in our communication with students. Computer resources are available in the Moody Medical Library and the Jamail Student Center for use while on campus. Please refer to the UTMB website for the MINIMUM computer and software requirements.
- Please wait to purchase any software (Microsoft Office) until after you have obtained your badge in order to receive a huge discount at the bookstore.
- Students with children may need to note that clinical work will involve some early morning (6:00 am), evening/night, and weekend hours. This should be considered when making child care arrangements.

Security Clearance and Drug Screening

All students entering the University of Texas Medical Branch School of Nursing are required to have a security clearance and drug screen. Please go to the following URL, https://weborder.precheck.net/studentcheck/StudentOrder.aspx for complete instructions and ensure these are completed between March 1, 2015 and April 1, 2015.

In addition, you will need to clear the Texas Board of Nursing background and provide a copy of the blue card you received from their organization. Please check their web site for specific details.

We hope that you are excited about the new challenges you have undertaken by accepting admission to the School of Nursing. We realize that attending nursing school will require adjustments as you combine this role with your other roles in life. We urge you to plan ahead, enlist the aid of your family and friends, and take advantage of the resources that we have to offer.

Best wishes. We look forward to meeting you in April.
Congratulations on your acceptance to the UTMB School of Nursing! We are looking forward to seeing you at Orientation, which is mandatory for all nursing students. For your convenience, the schedule has been included in this packet.

**Shuttle Parking for Orientation:** The free parking/shuttle lot is located at 4th Street and Winnie. A map to this lot is included in this packet. Please allow the additional time it will take the free van to bring you to your destination at the School of Nursing. You may encounter other stops along the way for UTMB staff and current students who also utilize this free service, as well. We do offer a parking option in Garage #4; however, it will require the student to purchase a token from the Bookstore to exit the garage.

**Security Clearance and Drug Screening for the Texas Board of Nursing and UTMB:**

1. Visit the Texas Board of Nursing site, [http://www.bon.texas.gov/index.asp](http://www.bon.texas.gov/index.asp), to begin their required background investigation.
   - This needs to be completed **before the first day of orientation**.
   - Please fax or scan a copy of both sides of the blue card you receive to doturne@utmb.edu.

2. If you have not already done so, you must register for the UTMB background investigation and drug screen test. Your lab work must be completed by the last day of the screening timeframe.
   - Actual test dates are between March 1, 2015 and April 1, 2015.
   - Registration and instructions are at [https://weborder.precheck.net/studentcheck/StudentOrder.aspx](https://weborder.precheck.net/studentcheck/StudentOrder.aspx).
   - When asked to select the school, please choose University of Texas Medical Branch – School of Nursing Background Check and Drug Screen.

**Immunizations and Health Insurance:** These requirements are coordinated by Student Health. Please follow the link, [http://www.utmb.edu/studenthealth/](http://www.utmb.edu/studenthealth/), and open the New Student UTMB menu. Current immunizations and proof of health insurance are required for all students before the beginning of Orientation. Please ensure you put your healthcare insurance information in the MySTAR account where you can also keep track of the things you need to complete before arriving on campus.

**CPR Verification:** You must bring a copy, (front and back), of your current CPR certification card to orientation.

**Tuition and Fees:** Payment is due by May 1, 2015, and can be paid prior to orientation or when you are on campus during presentation breaks.

**Textbooks:** Please do not buy textbooks before Orientation. We want to ensure you get the correct book, the right edition, and give you the most cost effective option.

**PDA/Smartphones:** Please bring your fully charged PDA/Smartphones with you to orientation with the loaded software requirements. PDA resources can be found at [http://www.skyscape.com/utmbson/](http://www.skyscape.com/utmbson/).

**Student Check List:** Please review and ensure you have completed all required check list items **prior to orientation**. The check list can be found on **page 2 of the New Student Guide**, which is included in this packet and online in your MyStar profile. This includes ensuring that all your transcripts have been sent and received by our institution before the first day of Orientation.

**Class Registration:** The SON admissions staff will register you for courses based on the curriculum sequence.

Please let us know if you have any questions. We are glad that you have chosen the UTMB School of Nursing and look forward to seeing you on April 30th!

Dorothy Pearrow, MSW, MEd
Assistant Dean of Admissions and Student Affairs
Dear New Student,

Welcome to the University of Texas Medical Branch School of Nursing (SON). Each course you enroll in while at the SON will have a web-assist or online course site that contains information about your course. These web-assist and online courses are being hosted using Blackboard software. In order to access these sites you will need a username and password. Your username and password will be the same as your UTMB e-mail username and password. There will be personal information on the websites, such as your grades, that you will want to keep private. In addition, you will access evaluations for course, faculty and agencies using your email username and password. Please do not share your UTMB e-mail password with anyone as this would be a violation of the Information Security Policy to which you are obliged to adhere as a student of UTMB.

Additionally, during your time as a student you will have a Student Identification number. You will use the Student ID for many things. Your Student ID should be located on your ID badge. This number will remain the same while you study at UTMB SON.

Student ID: 000XXXXXX

If you have difficulty logging into your courses using the information above, please contact the UTMB Help Desk at 409-772-5200 or 1-888-898-2401. Contact the UTMB Help Desk anytime you have difficulty with your UTMB Email/Blackboard password.

If you are able to login but do not see a course you are registered for, please contact:

**Cynde Ferris**
409-772-4832
 ciferris@utmb.edu

**Robert Lewis**
409-772-8228
 rblewis@utmb.edu

We hope you have a wonderful educational experience at the UTMB School of Nursing.
Sincerely,

Trish Richard, RN, PhD
Associate Dean for Undergraduate Programs and Education Technology
UTMB School of Nursing at Galveston
Standard Computer Requirements

Operating System
Windows 7
32 or 64bit Processor

NOTE: Windows 8 is not yet supported by the University.

Memory
3-4GB of RAM

Storage
80GB (minimum) Hard Drive

Applications
Microsoft Office version 2010 (or most recent version).
Blackboard 9.1 (provided online at https://eclass.utmb.edu/)
Adobe Reader (http://get.adobe.com/reader/)
Lync teleconferencing software (provided online at http://son.utmb.edu/current-students/technology-resources/microsoft-lync-support/lync-support.aspx)

Browser

NOTE: IE 10 is not yet supported by the University.
Mozilla Firefox latest version (http://www.mozilla.org/en-US/firefox/new/)

Accessories
Webcam
Speakers
Headset w/Microphone

Internet
Hi Speed Internet Connection
(Fiber Optic, Cable or DSL)
A wired connection is optimal, wireless may be sluggish.
Dial up connections will not provide adequate connection.

MAC
(Apple Macintosh is not recommended. If you plan to use a MAC, be aware that you might need to run a compatibility software such as Parallels Desktop for MAC or Bootcamp so the machine will emulate a Windows PC environment.)

iPad & iPhone
Some of the online courses use Flash-based media to deliver lecture content. Flash is inaccessible from an iPad or iPhone. If you plan to use your iPad or iPhone to access your online courses, you will need to ensure you have a backup computer to view Flash-based media should your course contain it.
Memorandum

To: All Students in SON
From: Office of Education Technology
Re: Computer Needs and Access

The School of Nursing (SON) is committed to preparing nurses to participate in a technologically sophisticated health-care system. Many of the courses within the programs in the School have assignments that require using computers to access information and other tasks. Additionally, much of the communication about information valuable to students is distributed through the e-mail system. We strongly recommend that you purchase a computer if you do not currently have one. However if do not have one, you are required to have access to a computer with an Internet connection in order to facilitate your success in this program.

The SON has been fortunate to develop Web support for all courses in all programs the School offers. This support is based on a course management application called Blackboard. Each traditionally taught course (classroom based) currently has Web support via Blackboard. Each faculty member will determine how much online activity is used in individual courses.

Please feel free to contact your course faculty if you have any questions or concerns.

We look forward to working with you as you participate in the educational programs at UTMB.
Clinical Information at Your Fingertips – The PDA

Congratulations to each of you entering into the nursing program. We look forward to working with you for the next several semesters. My name is Mrs. Webster and I teach the pediatric course and the informatics course. We want to provide you with information regarding the clinical resources to have at your fingertips when starting your nursing career which starts right now with school. Instead of purchasing a hard copy of these reference books, you are to purchase them electronically to install on your smartphone and carry with you for your clinical experiences.

These products are compatible with both Apple and Android products. The reader is the Skyscape Medical Library. If you get OMNI, please disregard and download the free Skyscape Medical Library reader which is a red icon. (see next paragraph).

Go to this website http://www.skyscape.com/utmbson/ to see the required references. Select Baccalaureate program. This is where you will get the discounted prices. The information you get may come with instructions but if not, go to http://www.skyscape.com/sml/ to get the free Skyscape Reader. This page will take you to the Apple App store (if you have an Apple product) or the Google Play store (if you have an Android product). You may also get the reader from your app store directly.

There is a mini-orientation to the software during campus orientation. Please have your software purchased and installed on your device before you come to orientation. If you have problems getting the software downloaded, the Skyscape support options are a great resource. email and phone support. Go to the website http://www.skyscape.com/utmbson/ and select the support icon for email or phone support.

Access to the Internet is not necessary to use your software once it has been downloaded it as it resides on your device. This is helpful as in some areas it is hard to find a connection.

You do not need to purchase another device if you already have a smartphone. The website tells you which devices are compatible. http://www.skyscape.com/support/supporthome.aspx.

All of the programs combined are less than 1GB. The site will help you with downloading with support available for free with purchase for a period of time. There are 8 required programs and 2 optional programs. One of the optional programs is English and Spanish Medical Words and Phrases. Students have asked for this so we are offering it as an option. The other is the Pediatric Facts Made Incredibly Quick. This is available in the book store as a hard copy and has recently been made available electronically.

Please review the FAQ section http://www.skyscape.com/support/listfaqs.aspx.

I hope this answers your questions and gives you a start. Let me know if you have any other questions and again, I look forward to meeting and working with you.

Mrs. Webster

Bonnie K. Webster MS, RN, BC
Assistant Professor - Pediatric Nursing and Informatics
University of Texas Medical Branch, 3.625 - School of Nursing
301 University Blvd., Galveston, Texas 77555-1029
409-772-0909
bkwebste@utmb.edu

Required References:
Davis's Drug Guide for Nurses
ECG Notes: Interpretation and Management Guide
Mosby's Diagnostic and Laboratory Test Reference
Taber’s Cyclopedic Medical Dictionary
Nurse’s Pocket Guide: Diagnoses, Prioritized Interventions and Rationales
Diseases and Disorders: A Nursing Therapeutics Manual
RNotes®: Nurse's Clinical Pocket Guide
Intravenous Medications: A Handbook for Nurses and Health Professionals

Optional:
English & Spanish Medical Words & Phrases and Pediatric Facts Made Incredibly Quick
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Congratulations on your admission to the UTMB School of Nursing! We look forward to you joining this vibrant campus and School of Nursing community.

We want to ensure your enrollment process is finalized and that you have the best experience available. Please use the checklist below to assist you while completing all the required items before you arrive for Orientation and classes.

**REQUIRED ADMISSION CHECKLIST**

- Accept admissions through the UTMB MyStar portal
- Complete Americans with Disability Act (ADA) of 1990 and Essential Functions form and Acceptance Response form and return to the Office of Admissions & Student Affairs. You can review the Essential Functions in the SON Bulletin. Details are on page 7 of this guide.
- Complete Texas Board of Nursing Clearance process as soon as email instructions are received. See page 5 of this guide for more details.
- Email copy of Board of Nursing blue card or Declaratory Order Outcome Letter to the Office of Admissions & Student Affairs at son.studentaffairs@utmb.edu.
- Secure mandated health insurance coverage. Proof of coverage must be entered in MyStar between April 1, 2015 and May 19, 2015.
- Complete Student Health and Counseling Immunizations form and return to Student Health - due by April 1, 2015. See page 3 of this guide.
- Authorize PreCheck Background Check and Drug Screen (Register beginning March 1, 2015 and complete tests by April 1, 2015). See page 5 of this guide.
- Submit official transcripts for any courses completed or in progress since you submitted your application. These must be sent directly from the issuing institution to Enrollment Services.
- Mark calendar for Orientation on April 30 - May 1, 2015, which is mandatory unless you receive prior approval from the Track Administrator or Associate Dean. Information will be posted on the UTMB School of Nursing website as orientation approaches. Please monitor the website for date, times, location, and parking information.
- Pay Tuition and Fees - due no later than May 1, 2015
- Copy CPR certification card (front and back) to bring to Orientation.

**OTHER IMPORTANT CONSIDERATIONS**

- Continue to monitor your MyStar “To Do” list to ensure all required documents are received
- Arrange dormitory or housing as needed
- Check computer requirements
- Contact Financial Aid in Enrollment Services as needed
- Apply for School of Nursing Scholarships on the Enrollment Services Scholarship webpage
- Ensure current address and phone number is entered in MyStar
- Monitor UTMB Bookstore website for textbook requirements

Additional information is included on the following pages to assist you. If you have questions, please contact your Admissions Coordinator listed on page 12.
Official Transcripts (REQUIRED)

Official transcripts for any courses completed or in progress since you submitted your NCAS application must be sent directly from the issuing institution to Enrollment Services via USPS at the address listed below or electronically via SPEEDE:

UTMB Enrollment Services
301 University Boulevard
Galveston, TX 77555-1305

Outstanding transcripts will be listed on your MyStar “To Do” list. If you are currently enrolled in courses, you must ensure an updated official transcript is sent at the end of this semester.

If you have international college level credits, you must follow the instructions on the Enrollment Services International Students web page.

If you have questions or need assistance, please contact Enrollment Services at (409) 772-1215 or Enrollment.Services@utmb.edu.

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Student Health and Counseling

Student Health and Counseling requires the forms listed below to be acknowledged, completed and returned directly to their office.

Immunization Requirements
Immunization Record (Required form due by March 1, 2015)
Bacterial Meningitis Vaccine Requirement

All documentation of the above items should be mailed to:

Cynthia DeSanto, MSN, RN, FNP-BC
Director, UTMB Student Health and Counseling
301 University Boulevard, Route 1369
Galveston, TX 77555-1369

These forms can also be sent by fax to (409) 747-9330 or scanned and sent by email to stdwappt@utmb.edu.

Immunizations
All immunization requirements must be completed by March 1, 2015.

The Immunization Record form must be completed and signed by your primary care provider or a nurse at the clinic where you receive your immunizations OR attach copies of proof of your immunizations to the completed form. These immunization requirements comply with the State of Texas, the Texas Department of Health, and the CDC.

Please read the instructions carefully on the Immunization Requirements Sheet. Please allow time to have these vaccine requirements completed prior to enrollment. Note: You are exempt from the Bacterial Meningitis Vaccine requirement if you are 22 or older the first day of your first semester. If you are under 22 and seeking an exemption from the meningitis vaccine for reasons of conscience, the required form from the
State of Texas can take up to six weeks to process. The notarized form must be received within 90 days of notarization.

Health Insurance
As a student at a medical health institution, you are required to maintain health insurance throughout your enrollment. If you need health insurance, one option is the UT System endorsed plan. You can enroll online for this insurance beginning April 4, 2015. Additional insurance options are available through the Affordable Care Act.

You must confirm your coverage by entering your insurance information in MyStar on the Proof of Insurance Coverage page. This information must be entered no earlier than March 1, 2015 and no later than May 22, 2015. You will be required to enter your health insurance information in MyStar each semester.

Please remember that immunizations and insurance coverage are mandatory, and failure to complete these requirements will prevent your enrollment for courses at UTMB. If you have any questions, please visit the Student Health & Counseling website or call (409) 747-9508 for more information.

Services Provided
Student Health and Counseling will provide primary care for you as an enrolled student with emphasis on wellness and prevention. The services offered include:

- Screening for and provision of required immunizations and TB skin testing
- Primary care including physicals, Well Woman exams and family planning
- Evaluation and treatment of minor illnesses and injury
- Assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases
- Referrals to specialty clinics
- Health education and health promotion activities
- Travel medications and immunizations for an at-cost charge

There is no charge for visits or for follow-up of occupational exposures. Many immunizations and all tuberculosis skin-testing are offered at no charge to you; however, there is an at-cost charge for hepatitis B, MMR and varicella (chicken pox) immunizations.

After hours, weekends, and holidays you may call the Access Center at (800) 917-8906. Telephone triage is provided by the Access Center and physician backup consultation is available. Emergency Room and hospitalization costs are the student's responsibility.

For more information, please visit the Student Health website.
Background Check and Drug Screening (REQUIRED)

YOU MUST COMPLETE TWO SEPARATE BACKGROUND CHECKS to be eligible for enrollment.

1. Texas Board of Nursing – Required for licensure
The mission of the Texas Board of Nursing (BON) is to protect and promote the welfare of the people of Texas by ensuring each person holding a nursing license is competent to practice safely. To achieve this, the BON requires newly admitted Traditional BSN students to complete a background and fingerprint check to gain clearance prior to enrollment. This will ensure your eligibility to take the NCLEX exam for licensure at the completion of all program requirements.

The School of Nursing has provided your information to the BON as required, and you will receive instructions from the Office of Admissions & Student Affairs by email when you can begin this process. When you receive these instructions, it is imperative that you register for the fingerprinting scan immediately. Clearance from the BON prior to enrollment is required for all nursing schools in Texas.

If any of the following criminal offense or mental health circumstances applies, you must immediately contact the Board to petition for a Declaratory Order to enable you to enroll in courses at UTMB and take the NCLEX certification exam upon completion of your program:

For any criminal offense, including those pending appeal, have you:
- been convicted of a misdemeanor
- been convicted of a felony
- pled nolo contendere, no contest, or guilty
- received deferred adjudication
- been placed on community supervision or court-ordered probation, whether or not adjudicated guilty
- been sentenced to serve jail or prison time or court-ordered confinement
- been granted pre-trial diversion
- been arrested or have any pending criminal charges
- been cited or charged with any violation of the law
- been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action
  (You may only exclude Class C misdemeanor traffic violations.)

Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

Instructions for the Declaratory Order are available on the Board of Nursing website.

When your background clearance is complete, you will receive either a blue card or Declaratory Order Outcome Letter from the BON. You must email a copy of this to the Office of Admissions & Student Affairs.

You will not be able to enroll in SON courses without clearance from the Board. If you have any questions or concerns, please contact the Board of Nursing.

2. PreCheck – Required for UTMB and clinical sites
Background checks are required as part of our University’s accreditation by the Joint Commission on Accreditation of Health Care Organizations. UTMB has designated PreCheck to do the criminal background check and drug screening. Results from any other company will not be accepted.

Please visit the PreCheck website for instructions: www.mystudentcheck.com. Payment by credit card for the background check and drug screen is required at the time you complete the form. For questions and concerns regarding the background check and drug screen, please contact Liz Jansen at (409) 772-8310.
This background check and drug screen cannot be initiated before March 1, 2015 and must be completed by April 1, 2015. PreCheck results will be sent directly to the School of Nursing.

Students who do not pass these requirements will not be admitted to the School of Nursing.

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**CPR Certification (REQUIRED)**

The BLS for Healthcare Providers course, which covers infant, child, adult and two-man CPR, must be completed through the American Heart Association. For information and registration, please visit their website. CPR certification must be valid for the duration of your program in order to maintain compliance. Online CPR courses are not acceptable.

Please bring a COPY of the front and back of your CPR certification card to orientation for our records.

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**Course Registration**

The Office of Admissions & Student Affairs will complete course registration for all undergraduate students each semester. Curriculum plans are available on the SON website. The required textbooks for each course are listed on the UTMB Bookstore website.

Graduate students will register for courses according to their degree plan, which you will receive from your Track Administrator. The opening date for online course registration is available on the Academic Calendar. Your faculty advisor can answer any questions regarding registration, as well as the Office of Admissions & Student Affairs. Please contact the MSN Coordinator, Christi Retzer, at (409)772-8278.

We understand that new students are anxious about classes and want to check their Blackboard account. However, please note that Blackboard does not open until the first day of class (not Orientation). If you attempt to check on a Sunday for a class that starts Monday, you will NOT see the course until Monday A.M.

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**Tuition Payment**

When your course registration is complete, your tuition will be available on MyStar with the steps for payment. An estimate of fees can be found on the Enrollment Services website Tuition and Fees. Please note that tuition must be paid no later than the 9th day of class in order to ensure the continuation of enrollment in your program.

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Financial Aid

Financial Aid Specialists are available to assist you with every aspect of the financial aid process, including scholarships, filing the FAFSA, applications, entrance interviews, awarding, completion of financial aid documents, promissory notes and truth in lending statements, payment of tuition and fees, disbursement of funds, federal work study, exit interviews and collections. In order to access financial aid information, you must be an accepted student. After your acceptance has been processed (please allow up to 48 hours), you will be able to access the financial aid portal in your MyStar account.

If you have questions or need more information regarding financial aid notifications or pin numbers, please visit the Financial Aid website or call (409) 772-1215.

In addition, the School of Nursing offers scholarships received from private donations and the annual Salute to Nursing golf tournament. If interested, you are encouraged to complete the online application available on the Enrollment Services Scholarship website. Applications will be open from mid-January through the end of February.

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Essential Functions for Nursing Students

All students in the Undergraduate and Graduate Nursing Programs, including persons with disabilities, must be able to perform essential functions either with or without accommodations. These essential functions are congruent with the Texas State Board of Nurse Examiners expectations of any individual seeking initial licensure as a registered nurse. These functions are located in the School of Nursing Bulletin.

Essential Functions for the Baccalaureate Nursing Program are located on page 15
Essential Functions for the Graduate Nursing Program are located on page 41
Essential Functions for the Doctorate of Nursing Program are located on page 45

Read these carefully to ensure you can meet these requirements with or without accommodations. If you have questions, please contact Dorothy Pearrow at Dapearro@utmb.edu or (409) 772-8205.

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Students with Disabilities

Students with disabilities are guaranteed a learning environment that provides reasonable accommodation for their disability. The rights of students with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, which are civil rights provisions aimed at ending discrimination against persons with disabilities.

Compliance with Americans with Disabilities Act and information regarding disabilities and the provisions provided by the School of Nursing can be found in the first pages of the Bulletin and on the UTMB website.

Additional information regarding disabilities and the provisions provided by UTMB can be found in the UTMB Handbook of Operating Procedures for Students with Disabilities, Policy 7.1.1.

Services for students with disabilities are managed by UTMB Student Services, which is located on the second floor of the Lee Hage Jamail (LHJ) Student Center. You can also contact the Institutional ADA Officer, Lela Lockett-Ware at lvlocket@utmb.edu or (409) 747-4818.
All students must sign the ADA and Essential Functions form. You can view the Essential Functions for your program in the SON Bulletin.

If you have a documented disability, please contact the SON Office of Admissions & Student Affairs as early as possible prior to the start of classes or at any time during enrollment. The SON Office of Admissions & Student Affairs is located in the SON Building, Suite 2.208, phone (409) 772-8271 or email Dorothy Pearrow at Dapearro@utmb.edu.

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**Academic Resources**

We want you to be successful and offer many resources to assist you. Your faculty is dedicated to your progress and will help with specific course needs, and the Office of Admissions & Student Affairs can guide you to additional resources. Your key resources are:

- Your current course instructors should be your primary source of help.
- A Faculty Advisor will assist you with your academic needs and clarifying SON policies and procedures outlined in the Bulletin and Student Handbook. Undergraduates will receive the name of their advisor at Orientation; graduate students will be emailed their advisors prior to their registration. It is required that students meet with their faculty advisor each semester. If you have any questions regarding your advisor, please contact the Office of Admissions & Student Affairs.
- An Academic Counselor is available to assist you with study and test taking skills, tutoring, and with personal issues which may affect your education. (Kaci Woods-Chin)
- Student mentors, who are senior year students, can provide information to ensure a successful adjustment to nursing school.
- Academic Advisors can help ensure that you complete the courses required to graduate. (BSN Programs – Jolly Daniel; MSN and DNP Programs – Stephanie Johnson)
- Study rooms and computer/printing services available for your use are located on the first floor of the SON building. Additional study rooms and a student lounge are available on the third floor.

While these resources are available to help you, your education is your responsibility and you should seek these resources when appropriate. Please check your academic record in MyStar each semester.

Everyone in the School of Nursing is here to help you be successful. Come to the Office of Admissions and Student Affairs to learn which resource is best for your needs (SON Building Room 2.208).

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**Clinical Rotations**

Clinical rotation sites are available for you throughout the Houston/Galveston area. These rotations provide valuable hands-on experience, and introduce you to a wide selection of career sites to help identify the career specialty you wish to pursue. Through these well-rounded clinical experiences, you can evaluate different working environments and identify desirable career locations to assist you in your career search. While we cannot guarantee your preference in rotation sites, we will make every effort to place you in your desired location when possible.
Please treat your clinical rotations as “job interviews” and maintain professional behavior at all times. The majority of our students get their job offers through contacts made during their clinical rotations. Please see the Student Handbook for further information regarding clinical rotations.

Burnt orange scrubs with the UTMB SON patch on the left sleeve and the UT Longhorn emblem on the left chest must be worn to all Traditional BSN clinical activities. These are available at the UTMB Bookstore, or the GEL brand scrubs can be purchased at area outlet stores with the UTMB SON patch purchased exclusively at the Bookstore. White or black long sleeve T-shirts may be worn under scrub tops for warmth or to cover tattoos. Shoes must be white or black and non-porous. The brand emblem (ex. Nike checkmark) is acceptable as long as it is minimal and the shoe looks mainly white or black. Students can wear clogs without holes, but sling backs are not permitted. Socks must always be worn. Additional supplies will be specified by course coordinators and listed in each syllabus.

Student Life

The Office of Student Life leads and facilitates cultural, recreational and social celebrations, ceremonies, and events to make your education more enjoyable. They collaborate with students and faculty in the implementation of activities that support your personal and professional development while expanding your learning experiences. For more information, please visit the Student Life website.

There are also several leadership opportunities to serve on committees in the SON. If interested, please contact the Student Nurses’ Association (see below) or Dorothy Pearrow, Assistant Dean for Admissions & Student Affairs at dapearro@utmb.edu.

Interprofessional Experiences

UTMB has a unique Interprofessional Education and Practice (IPEP) program, which provides you with collaborative educational opportunities working with medical and health profession students. By participating in these unique experiences, you can earn the distinction of “Interprofessional Scholar”. For more information, visit the Scholars Program website.

In addition, UTMB has wonderful interprofessional volunteer opportunities available through campus wide organizations. For example, the Pediatric Student Association provides valuable volunteer experiences through interdisciplinary teams. Many of these volunteer activities are available through the School of Nursing Student Nurses Association (SNA).

Student Nurses Association

The School of Nursing Student Nurses Association (SNA) is your starting point for involvement. In addition to your academics, a major factor in job placement is your record of community service and volunteerism. You can get involved in such things as the Butterfly Helping Hearts Project, which provides help with the infant, pediatric, child bearing and bereavement populations of the UTMB and Galveston communities. To learn more, please visit the Student Governance website or SNA Facebook page.
Campus Wide Educational Opportunities

UTMB offers a variety of training opportunities for students and employees. The University provides free seminars/workshops/brown bags on all aspects of healthcare and patient relations. You can review some of these activities on the UTMB Daily Announcements.

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Parking

The UTMB Free Shuttle Parking Lot is located at Holiday Drive (4th Street) and Winnie Street (approximately 12 blocks from campus). The shuttle schedule is listed on the UTMB Shuttle website.

Student parking permits are available for $20/month for uncovered lots or $31.25/month for garage parking. These lots and garage are close to the School of Nursing. In addition, street parking is available for $70 per year.

All parking permit types, fees and the application are listed on the Parking Facilities website. To pre-register, you must mail the student parking permit application and payment (check or money order) to this address:

UTMB Parking Facilities
301 University Blvd.
Galveston TX 77555-0118
Physical location is Rebecca Sealy, Room 2.756

Your student ID badge, which you will receive after Orientation, is required to purchase any gated parking.

Handicapped Parking - UTMB provides designated parking spaces for those persons duly registered and properly identified as provided by law (Texas Transportation Code, 681, et seq.). For more information, please call the Parking Facilities Office at (409) 772-1581.

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Dorms & University Housing

UTMB provides limited on-campus housing that offers low rent facilities conveniently located within walking distance. Meals are available through one of the cafeterias or snack bars on campus and there are easily accessible dormitory kitchens. To learn more, go to UTMB Student Housing website.

Most nursing students live off campus. A good source of information for any community is the local Chamber of Commerce. Information on housing is available on the Galveston website.

Housing information is also available on the Student Life website.

Please be sure you maintain your current mailing address and phone number in your MyStar portal.

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Name Change

Name changes can be made via email to Enrollment Services provided proper documentation is also submitted, which includes a marriage license, adoption documents, court order name-change documents, etc. Names changes must also be submitted to the Texas Board of Nursing to ensure your NCLEX testing date is scheduled promptly. For this exam, you will be required to present a picture ID with the same name and address that is currently on file with the Board.

Computer Access and Support

You will be given additional information regarding computer access and support at Orientation eCamp. Please review the computer requirements for the School of Nursing.

Information regarding general campus wide computer access and support is on the School of Nursing Technology Resources website.

Microsoft Office software is available at the UTMB Bookstore at a discounted price. If you purchase it prior to receiving your UTMB ID badge, you must present your driver's license.

UTMB Campus Maps

For an interactive campus map, visit http://www.utmb.edu/map/ or click here for a printable campus map.

To take a 360 Virtual Tour of the UTMB Campus, visit: 360 Virtual Tour Demo

Facebook Fan Pages

For Facebook users, become a fan to post new student discussions and make new friends before you arrive! Become a fan today!

UTMB School of Nursing Facebook Page

UTMB Student Nurses Association Facebook Page

UTMB Office of Student Life Facebook Page
**Helpful Contact Information**

**UTMB School of Nursing**
**Office of Admissions & Student Affairs**
301 University Boulevard, Suite 2.208
Galveston, TX 77555-1154
Main Phone: (409) 772-8271 | Fax: (409) 772-8211

Assistant Dean for Admissions & Student Affairs
**Dorothy Pearrow**
Phone: (409) 772-8205

Traditional BSN Program Coordinator
**Elizabeth Botello**
(409) 747-1548

General Information & Interviews
**Laura Phillips**
(409) 772-8224

RN-BSN, MSN and DNP Program Coordinator
**Christi Retzer**
Phone: (409) 772-8278

Student Recruitment & Activities
**Jene Spruce-Jamail**
Phone: (409) 772-8328

Commencement & Special Events
**Dora Turner**
Phone: (409) 772-8307

If you are unsure who to contact, the Office of Admissions & Student Affairs will be happy to assist you.

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