Congratulations on your acceptance to the UTMB School of Nursing! We are looking forward to seeing you at Orientation!

Mandatory orientation for all nursing students is scheduled for each program track during the dates outlined below. Details for each day’s events can be found on the agenda included in this packet.

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<tr>
<th>Date</th>
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<th>RN-BSN Students</th>
<th>MSN Students</th>
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<td>August 26, 2014</td>
<td>Orientation–UTMB</td>
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**Shuttle Parking for Orientation:** The shuttle lot is located at 4th Street and Winnie. A map is included in this packet or can be viewed at [http://www.utmb.edu/AuxiliaryEnterprises/ParkingFacilities/CampusMap/default.asp](http://www.utmb.edu/AuxiliaryEnterprises/ParkingFacilities/CampusMap/default.asp).

**Security Clearance and Drug Screening:**

- If you have not already done so, please register in advance for the background investigation and drug screen test. Your lab work must be completed by the last day of the screening timeframe.
- Test dates are from July 1, 2015 through August 1, 2015.
- Registration and instructions are at [PreCheck](http://www.utmb.edu/students/health/)
- 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. MSN students also submit their Immunizations through Certified Background.

**CPR Verification:** You must bring a copy of your current CPR certification card to orientation.

**Tuition and Fees:** Payment is due by August 28, 2015 and can be paid prior to orientation or when you are on campus during your breaks, where time permits, between presentations.

**Textbooks:** [http://www.utmb.edu/AuxiliaryEnterprises/bookstore/coursebooks/](http://www.utmb.edu/AuxiliaryEnterprises/bookstore/coursebooks/). Textbook purchases made elsewhere do not have complete materials needed for course study.

**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/). Not required for RN-BSN or DNP students.

**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. Also check your “To Do” list in MyStar for any outstanding transcripts required.

BSN and RN-BSN Only:

- The SON admissions staff will register you for courses based on the curriculum sequence.
- Nursing supply information will be provided during orientation.

Please let us know if you have any questions. We appreciate that you have chosen the UTMB School of Nursing for your nursing education and look forward to seeing you in August!

Dorothy Pearrow, MSW, MEd
Assistant Dean of Admissions and Student Affairs
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 Welcome Weekend – Moody Gardens, August 22, 2015; and School Orientation – UTMB Campus, August 24-26, 2015. All new students are required to attend orientation activities.

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

The first class day will be Monday, August 31, 2015. A schedule of key dates for the 2015-2016 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-calender/2015-2016AcademicCalendar.pdf.

SON Curriculum

The total curriculum plan is listed on the website for the traditional program. The fall and spring terms include fourteen weeks of classes and a final exam week, and the summer term is 13 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 2015

As a full-time student, you can expect to be enrolled in up to 14-16 credits per semester and be engaged in classroom, laboratory and/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 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. Please note: this software is not compatible with MAC computers.

- 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.

- Basic CPR for Health Care Professionals certification is required for all students by the agencies we use for clinical rotations. Students must obtain certification before school starts. If you have not already done so, visit the website of the American Heart Association to find a course offered in your geographical area. Please be sure you complete the BLS course for Health Care Providers which covers infant, child, adult and 2-man CPR. Please bring a copy of your certification card to orientation for verification purposes.

- All immunizations must be current throughout your schooling at UTMB. Verification of personal health insurance is also required. The information regarding immunizations, including meningitis, is available on the Student Health website, [http://www.utmb.edu/studenthealth/](http://www.utmb.edu/studenthealth/).

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, complete the instructions and ensure these are completed between July 1, 2015 through August 1, 2015. [https://weborder.precheck.net/studentcheck/StudentOrder.aspx](https://weborder.precheck.net/studentcheck/StudentOrder.aspx).

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 August.
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

**Ken Kimbrell**
409-772-4831
kdkimbre@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
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.
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/](https://eclass.utmb.edu/))
Lync teleconferencing software (provided online at [http://son.utmb.edu/current-students/technology-resources/microsoft-lync-support/lync-support.aspx](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.*

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.
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 OMNIO, 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 at 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 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
Welcome Weekend 2015
Begin a Journey...

...Leave a Legacy

Saturday, August 22nd - Moody Gardens Convention Center

8:00am – 9:00am - Check in and Continental breakfast - Expo Hall B
You will check in and pick up your packets. After checking in, join us for a light breakfast and to make new friends. Also, during this time the UTMB Parking Office will be available to sell and distribute parking hang tags. You will be able to purchase parking until 8:00. Those who have purchased hang tags online prior to today will be able to pick up those up at this time as well. The parking office will close a few minutes before 8:00, but will be open again during the Lunch and Casino Mixer.

9:00am – 10:00am - Morning Welcome Session - Expo Hall C
- Welcomes, introductions and explanation of day’s events
- How to get involved on campus
- The UTMB Experience
- Galveston Life

10:00am – 12:00pm – Peer Roundtables and Community Fair
Attendees will be split into two groups. During the first hour, Group A will attend the Community Fair while Group B attends their Peer Roundtable sessions. The two groups will switch sessions during the second hour.

Peer Roundtables Assigned Breakout Rooms (see below)
This will be a session dedicated to discussion and ice breakers with peers from your schools. There will be no faculty, administration or staff at this session. These are student only discussions.

- SOM – Floral Hall Room
- GSBS – Vine Room
- SON – Ivy Room
- SHP
  - PT – Hibiscus/Daffodil Room
  - RG – Azalea/Rose Room
  - OT – Bluebonnet/Jasmine Room
  - CLS – Wisteria/Iris/Tulip Room
  - N&M – Orchid Room

Community Fair for Students - Expo Hall A
Come and visit with Student Organizations, local businesses, faith based organizations and churches, banks, restaurants and other student interests from the community and campus. Many of the vendors/exhibitors will have free give aways!

12:00pm – 2:30pm - Lunch and Casino Mixer - Expo Hall C
Come and enjoy lunch with your new friends! You can also play casino style games, enjoy some music and have a chance to win some great prizes!!

3:30pm – 4:30pm – Parents UTMB Campus Tour – UTMB Campus
The UTMB Alumni Office will host tours of the UTMB campus for parents of incoming UTMB students. Students are welcome to join their parents on the tours. The UTMB Bookstore will also be open during the tours.
Fall Orientation Schedule for all UTMB Schools
Monday, August 24, 2015
William C. Levin Hall – Second floor foyer
UTMB Campus

7:00 AM – Check in begins: Report to the second floor foyer of William C. Levin Hall on the UTMB Galveston Campus. Please look for the sign for your school and check in with the Student Affairs staff at that table.

The UTMB campus map can be found at http://www.utmbhealth.com/doc/Page.asp?PageID=DOC000589. William C. Levin Hall is located at E-5 (#55) on the map.

Schedule for Monday, August 24th
Students from all four UTMB schools will attend these sessions in Levin Hall Main Auditorium.

8:00 – Welcome to All – Scott Boeh, Asst. VP for Student Services, Registrar
8:10 – Message from Provost – Dr. Danny O. Jacobs, Executive Vice President, Provost, Dean, School of Medicine
8:30 – Professionalism at UTMB - Dr. Rebecca Saavedra, Vice President for Strategic Management
8:45 – Honor Pledge Committee presentation – Honor Pledge Committee members
9:00 – Diversity and Inclusion – Adeola Oduwole, Director, Diversity and Inclusion
9:15 – Interprofessional Education Program – Shelley Smith, Asst. Director, Interprofessional Education
9:25 – Ombudsperson Services – Dr. James Blankenship, Student Ombudsperson
9:35 – Student Life – Mike Cromie, Assistant Director, Student Life
9:50 – Enrollment Services – Scott Boeh, Asst. Vice President, University Student Services and Registrar
10:05 – BREAK
10:20 – Student Health and Counseling – Cindy DeSanto, Director, Student Health and Counseling
10:40 – Academic Resources, Library, Testing Center – Julie Trumble, Head of Reference, Moody Medical Library
10:55 – Information Services – Todd Leach, Vice President and Chief Information Officer
11:10 – Auxiliary Services – Neil Hart, Director, Auxiliary Enterprises
11:25 – Americans with Disabilities Act Services – Lela Lockett-Ware, Institutional ADA Officer
11:35 – Emergency Preparedness – Mike Mastrangelo, Program Director, Institutional Preparedness
11:45 – Campus Safety – Thomas Engells, Chief, University Police
12:00 – Lunch
1:30 – Compliance Session/HIPAA – Trish Wooten, Training Manager, Office of Institutional Compliance
1:55 – Sexual Harassment/Title IX – Katherine Rodriguez, Director, Internal Investigations
2:25 – Break
2:40 – Information Protection – Robert Shaffer, Director, Information Security
3:10 – Standard/Isolation Precautions – Brenda Tyler, Senior Infection Preventionist, Healthcare Epidemiology
3:40 – Healthcare Fire Safety – Charles Carlisle, Environmental Health and Safety
4:30 – All students should check their school specific schedule at this time to determine whether you are released for the day or have another program to attend.

Tuesday, August 25, 2015
School specific orientation schedules begin today. Report to the auditorium designated for your school.

Graduate School of Biomedical Sciences – Basic Science Auditorium, 2.212, Basic Science Building
School of Health Professions – Levin Hall South Auditorium, 2.222, William C. Levin Hall
School of Medicine – Levin Hall North Auditorium, 2.220, William C. Levin Hall
School of Nursing – Levin Hall Main Auditorium, 2.219, William C. Levin Hall
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<td>9:00 - 9:30</td>
<td>SNA/Mentoring</td>
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<tr>
<td>9:30 - 10:00</td>
<td>Pictures - SON 1.402/1.408</td>
<td>9:30 - 10:00</td>
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<tr>
<td>10:00 - 10:30</td>
<td>Financial Aid</td>
<td>10:00 - 10:15</td>
<td>Break</td>
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<td>10:30 - 11:00</td>
<td>Dean's Welcome</td>
<td>10:15 - 10:30</td>
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<td>11:30 - 12:00</td>
<td>ATI</td>
<td>11:30 - 12:00</td>
<td>Levin Hall 3.320</td>
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<td>12:00 - 12:30</td>
<td>Student Activity</td>
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<td>12:30 - 1:00</td>
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<tr>
<td>1:30 - 2:00</td>
<td>Lunch</td>
<td>1:30 - 2:30</td>
<td>Pick Up White Coat - SON Bldg. Lobby</td>
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<tr>
<td>2:00 - 2:15</td>
<td>Break</td>
<td>2:00 - 2:30</td>
<td>Pick Up ATI Books - SON 3.404</td>
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<td>2:15 - 2:45</td>
<td>eCamp</td>
<td>2:00 - 2:30</td>
<td>Schedule Faculty Advisor Meeting - SON Bldg.</td>
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<td>2:45 - 3:15</td>
<td>Academic Counseling</td>
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<td>3:15 - 3:45</td>
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<td>3:45 - 4:15</td>
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New Student Information Guide

Traditional BSN Program
Fall 2015

This information guide was designed to assist you in the UTMB School of Nursing admission process.

Revised: 7-1-2015
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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 8 and the form is included at the end of this guide.
- Complete Texas Board of Nursing Clearance process as soon as email instructions are received. See page 6 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.
- Complete Student Health and Counseling Immunizations form and return to Student Health—due by June 1, 2015. See page 3 of this guide.
- Authorize PreCheck Background Check and Drug Screen (Register beginning July 1, 2015 and complete tests by August 1, 2015). See page 7 of this guide.
- Submit current health insurance information to waive automatic enrollment in the UT Student Health Insurance Plan. (Waiver period is July 15 through August 28, 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 August 22 and August 24-26, 2015 for Traditional BSN students. This is mandatory unless you receive prior approval from the Program Director or Assistant Dean. Information will be posted on the UTMB School of Nursing website as Orientation approaches. Please monitor the website for times, location and parking information.
- Pay Tuition and Fees - due no later than August 28, 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 14.
**Official Transcripts**

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 electronically by SPEEDE or mail to the address listed below:

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 June 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 June 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, you will need to complete the required form from the State of Texas, which can take up to six weeks to process. The notarized form must be received within 90 days of notarization.

**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.

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

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Health Insurance

As a student at a medical health institution, you are required to maintain health insurance. Enrollment in the UT Student Health Insurance Plan is automatic at the time of course registration, and the cost of the policy is included in your tuition and fee bill.

UTMB students holding comparable coverage may be eligible to waive enrollment in the UT Student Health Insurance Plan by visiting https://utmb.myahpcare.com/waiver. The waiver submission period for the spring 2016 semester is July 15 through August 28, 2015.

Below is a brief description of the steps to submit a waiver. A detailed list is available on the AHP website.

- AHP will send an email to your UTMB email address with your Student ID and Password login information before the waiver submission period begins.
- Login to the AHP website address - https://utmb.myahpcare.com/waiver
- Select the red button in the “No, I do not want insurance” section.
- Enter your current insurance coverage information on the waiver form on the next screen. You must attach a copy of the front and back of your current insurance ID card.
- Select the “Submit Waiver” button at the bottom.
- If your submission is successful, you will receive an on-screen confirmation.
- You will also receive an email at the address you provided on the waiver form. Keep this message for future reference.
- After approximately 48 hours, you should check the status of your waiver by logging back in to the AHP website.
- If additional information is required to verify your current coverage, you will receive instructions from AHP.

If you attest to coverage under another approved plan, the health insurance fee will not be assessed to your student account.

Before Student Affairs staff can register you for classes each term, you must complete the health insurance waiver process on the Academic HealthPlans website.

Please be aware the UT System student health insurance requirements for the 2015-2016 academic year have changed to comply with the federal Patient Protection and Affordable Care Act (PPACA). The UT Student Health Insurance Plan exceeds the requirements of the new law, and we believe it is a good value for coverage. The Academic HealthPlans website contains more information about the UT Student Health Insurance Plan and using health insurance in the United States. Additional information on the Patient Protection and Affordable Care Act (PPACA) is available from the Department of Health and Human Services.

Please remember that insurance coverage is mandatory, and failure to complete this requirement will prevent your enrollment for courses at UTMB. If you have any questions concerning health insurance, please visit the Enrollment Services website or call (409) 772-1215.

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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 (DO) are available on the Board of Nursing website. Please note that the DO petition can take up to several months to process; so you should submit your petition as early as possible.

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.

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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 review the **PreCheck Combo Instructions** before registering. 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, BSN students should contact Liz Jansen at (409) 772-8310. This background check and drug screen cannot be initiated before **July 1, 2015** and must be completed by **August 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**

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 Traditional BSN students each semester. Curriculum plans are available on the **SON website**. The required textbooks for each course are listed on the **UTMB Bookstore website**.

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 for the spring 2016 semester will be open from August 24, 2015 to October 30, 2015.

External scholarships are also available for nursing students. Please see the SON Scholarship page for a listing of some of these scholarships. Funding for books and tuition may be available for students in need through Workforce Solutions. You will need to visit a counselor at one of their locations to learn whether you are eligible. Applications must be submitted to the Assistant Dean for Admissions and Student Affairs, Dorothy Pearrow, in 2.208 SON.

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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 on page 25 in the School of Nursing Bulletin.

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 llocket@utmb.edu or (409) 747-4818.

All students must sign the ADA and Essential Functions form. If you did not complete the form previously sent to you, please complete the copy at the end of this guide and return it as instructed. The Essential Functions for your program are available 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.

**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. You will receive the name of your advisor at Orientation. You are required to 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. The BSN Program advisor is Jolly Daniel.
- The student lounge, study rooms and computer/printing services 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).

**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 and your white lab coat must be worn to all clinical activities. Scrubs 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.

White Coat Ceremony

The inaugural White Coat Ceremony will be held on Monday, August 31, 2015 in Levin Hall Auditorium from 9:00 to 11:00AM. We are joining the nationwide initiative to formally welcome you to the nursing profession and instill a commitment to provide compassionate care. The ceremony will consist of the recitation of an oath, cloaking of the white coats, and a reception. You should dress professionally; ladies in a nice dress or slacks and blouse and men in a shirt and tie. This event is mandatory for new Traditional BSN students, and your family is welcome to attend.

You will pick up your white coat at the end of Orientation on Wednesday, August 26, 2015 in the SON lobby. Additional instructions will be given at that time.

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).

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**Student Nurses Association**

The School of Nursing Student Nurses Association (SNA) is your starting point for involvement in the SON and the community. 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.

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**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 Parking Facilities website.

Student parking permits are available for $20/month for uncovered lots or $31.25/month for garage parking. These lots and garage are near 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.

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
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

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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
Phone: (409) 747-1548

General Information & Interviews
Laura Phillips
Phone: (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.
The University of Texas Medical Branch (UTMB Health) at Galveston complies with The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB solely on the basis of the disability.

UTMB Health is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities at UTMB Health, please contact the Institutional ADA Officer, 2.216 Jamail Student Center, (409) 747-4818 or one of the other offices listed below. This information will be confidential; only those individuals responsible for assuring reasonable accommodations will be given this information.

Procedures for establishing a disability and requesting accommodations are contained in Students with Disabilities: An Institutional Policy (1997), which may be acquired at the following locations on campus:

- UTMB School of Nursing Office for Admissions and Student Affairs, (409) 772-8271.

It can also be accessed on the internet at the following address:
Students with Disabilities: An Institutional Policy (1997)

The Essential Functions required for the successful completion of the nursing program have been identified by the University and are enclosed. Please read them and make certain you understand them.

Once accepted into a nursing program, any student who believes he or she requires an accommodation as the result of a disability is encouraged to contact any of the above listed offices and identify his or her needs. We request this be done as soon as possible to allow the University time to review and, if required, to provide a reasonable accommodation. A student or prospective student is not obligated to disclose a disability unless he or she requests an accommodation.

If a student chooses not to disclose information regarding a disability, neither the academic nor the clinical sites are obligated to make accommodations. Whether or not a requested accommodation is reasonable is determined by the University and guided by applicable law.

My signature below indicates that I have read the above document, that I understand where I can obtain detailed information regarding UTMB Health’s policy on students with disabilities, and that I understand that I may request an accommodation if I believe one is needed. Furthermore, my signature below verifies that I have read and understand the School of Nursing’s Essential Functions, and that I hereby affirm I can perform all of them, either with or without reasonable accommodations.

Name

Date

Program: ________________________________

Name ________________________________ Date ________________________________
The School of Nursing (SON) programs are in compliance with ADA requirements, and fully support the spirit and intent of the legislation.

Students requiring accommodations should identify their needs as soon as possible, as the process for verifying a disability may take several weeks after all documentation is received by UTMB. A student is not required to disclose a disability unless he or she desires accommodations. If the student chooses not to disclose a disability, neither the academic or clinical sites are obligated to make accommodations. UTMB Health has established guidelines and procedures for establishing a disability and requesting accommodations, and you may view the policy at: Students with Disabilities: An Institutional Policy (1997)

The Essential Functions required in the program in which you are being offered admission are located in the School of Nursing Bulletin which is available electronically on the UTMB Health School of Nursing website. Baccalaureate essential functions are located beginning on page 25 of the Bulletin, Master’s are located beginning on page 52, and DNP are located on page 55. Read these carefully to ensure that you can meet these requirements in the program, with or without accommodations.

I certify that I have read and understand the Essential Functions required in the program and verify that I am capable of performing the Essential Functions with or without accommodations.

Please check one of the following:

☐ I will need accommodations under ADA.

☐ I will NOT need accommodations under ADA.

__________________________________________________________________________  ________________________________________________________________________
Signature Date

__________________________________________________________________________
Printed Name

This form must be completed and returned to:
Office of Student Affairs
School of Nursing
301 University Boulevard
Galveston, TX 77555-1154
Email: son.studentaffairs@utmb.edu
FAX: (409)772-8211