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.

<table>
<thead>
<tr>
<th>Date</th>
<th>BSN Students</th>
<th>RN-BSN Students</th>
<th>MSN Students</th>
<th>DNP Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22, 2014</td>
<td>Welcome Weekend</td>
<td></td>
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<tr>
<td>August 26, 2014</td>
<td>Orientation–UTMB</td>
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</table>

**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/AuxiliaryEnterprises/ParkingFacilities/CampusMap/default.asp).
- 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
Welcome to the Master’s Nursing Program at the University of Texas Medical Branch, School of Nursing. We are pleased that you have chosen our school to obtain your graduate education, and are committed to making your educational experience positive and productive. Graduate education is very different from undergraduate education and we urge you to prepare for the transition.

The primary purpose of graduate nursing education at the Master’s level is to become an expert in your field of study, whether it is a functional role such as leadership or education, or a clinical role such as nurse practitioner. This specialization and expertise builds on both your undergraduate education and your nursing experience.

Much of our coursework is online and “asynchronous”. However some graduate courses do have “synchronous” meeting times. This is convenient for you, but also means that it is essential to be a disciplined student and to keep up with your coursework at all times. You must accept accountability for your success by committing to being an active and engaged learner.

The faculty of the SON is very much engaged in the teaching process and is here for you. So please take every opportunity to interact with faculty and actively seek their support. You should know who your advisor is early on in your program. Stay in touch with him or her on a regular basis. Finally, you will find your peers invaluable support as you move through the program. Get to know the students in your class and work with them; having peer support, even in an online course, is essential to your success.

Below you will find detailed information regarding your orientation to the program. All students are expected to attend and actively participate in new student orientation. Read this material carefully to be sure that you follow all the requirements.

Orientation will be held August 24-25, 2015. All new students are required to attend orientation activities.

Classes begin August 31, 2015. You will meet with your advisor during orientation to discuss your degree plan and courses to take the first semester. Once registered, you will need to be prepared to pay your tuition and fees. Online access to courses will be available on August 31, 2015.

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 tests are completed between July 1 and August 1, 2015: https://weborder.precheck.net/studentcheck/StudentOrder.aspx.
Because we realize that financial resources are important, we encourage you to explore every opportunity for financial assistance so that you will be optimally positioned to succeed in our program. Our Financial Aid Office is open to assist you. Please go to: http://www.utmb.edu/enrollmentservices/financialaid.asp for more information regarding resources for financial aid.

You can expect to have coursework assignments that will be available online; therefore access to a personal or laptop computer with broadband internet access (Cable/DSL) is essential. Furthermore, the e-mail system is used extensively in our communications with students. Computer resources are available in the Moody Medical Library and the Jamail Student Center for use while on campus. The word processing program generally used at UTMB is Microsoft Office. Please refer to the UTMB Website for the MINIMUM Computer and Software Requirements. Please wait to purchase any software until after you have obtained your badge in order to receive a huge discount at the bookstore.

The Basic Life Support Health Care Provider Course covering Adult, Child & Infant as well as 2-Man CPR certification (Hospital Level Provider-2 year) is required for all students (not all basic courses include infant CPR). Contact local chapters of the American Heart Association or employers for available courses. Students must obtain certification before classes begin and proof of CPR must be presented at orientation.

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/.

Any questions regarding registration or orientation should be directed to the Office of Admissions and Student Affairs. Questions related to courses and curriculum should be directed to your advisor.

Best wishes. We look forward to meeting you in August.

Sincerely,

Maureen Wilder, DNP, RN, ANP-BC
Associate Professor and Master's Program Director
Joseph B. and Mary Alice Collerain Professor in Nursing
School of Nursing
301 University Boulevard
Galveston, TX 77555-1029
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
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.
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
## MSN Orientation

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 7:30</td>
<td>Check-In</td>
</tr>
<tr>
<td>7:30 - 8:00</td>
<td>Pictures - SON 1.402/1.408</td>
</tr>
<tr>
<td>8:00 - 8:30</td>
<td>MSN Overview</td>
</tr>
<tr>
<td>8:30 - 9:00</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>9:00 - 9:30</td>
<td>Dean's Welcome</td>
</tr>
<tr>
<td>9:30 - 10:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>10:00 - 10:30</td>
<td>Track Orientation</td>
</tr>
<tr>
<td>10:30 - 11:00</td>
<td>FNP (100) - SON 1.102</td>
</tr>
<tr>
<td>11:00 - 11:30</td>
<td>CNL (15) - SON 1.402</td>
</tr>
<tr>
<td>11:30 - 12:00</td>
<td>AGNP (40) - SON 1.304</td>
</tr>
<tr>
<td>12:00 - 12:30</td>
<td>NE (15) - SON 1.404</td>
</tr>
<tr>
<td>12:30 - 1:00</td>
<td>NNP (18) - SON 4.602</td>
</tr>
<tr>
<td>1:00 - 1:30</td>
<td>ENL (15) - SON 1.408</td>
</tr>
<tr>
<td>1:30 - 2:00</td>
<td>Break</td>
</tr>
<tr>
<td>2:00 - 2:15</td>
<td>eCamp</td>
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<td>2:15 - 2:45</td>
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<tr>
<td>2:45 - 3:15</td>
<td>Academic Counseling</td>
</tr>
<tr>
<td>3:15 - 3:45</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>3:45 - 4:15</td>
<td>Library Services</td>
</tr>
<tr>
<td>4:15 - 4:45</td>
<td>SON Policies</td>
</tr>
<tr>
<td>4:45 - 5:15</td>
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</tr>
<tr>
<td>5:15 - 5:45</td>
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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 7 and the form is included at the end of this guide.
- Complete Student Health and Counseling Immunizations form and return to Student Health - due by June 1, 2015. See page 3 of this guide.
- Submit immunization record, CPR certification card and RN license information to CertifiedBackground by August 24, 2015. See page 5 of this guide.
- Authorize PreCheck Background Check and Drug Screen (Register beginning July 1, 2015 and complete tests by August 1, 2015). See page 6 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 4 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 - August 24-25, 2015 for MSN students. This is mandatory unless you receive prior approval from the Track Administrator or Assistant 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 August 28, 2015

**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 11.
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 mailed 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](https://utmb.myahpcare.com/waiver). The waiver submission period for the fall 2015 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](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 and it is approved by AHP, the health insurance fee will not be assessed to your student account.

Before you 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.

CertifiedBackground

Clinical sites also require verification of your RN license and that your immunizations and CPR certification are current. The MSN program has partnered with CertifiedBackground to simplify this process for you. The account will be available to you for life and will help you track dates for all your certifications and immunizations. CertifiedBackground creates to-do-lists for you to ensure you remain up-to-date. Your information will be easily available so you can collect, review, and share any document entered.

New students are required to place an order and create a secure profile account at www.certifiedprofile.com. Enter package code U981m in the Place Order box to create your profile. A one-time fee of $35 is paid online directly to the company. Simply follow the instructions to upload the required documents. Your account can be updated as necessary, and is available to you for life for convenient retrieval of information for employers or other universities.

The deadline for completion and for you to be in compliance is August 24, 2015. This is required for all MSN students in all tracks. You are expected to meet this legal and professional responsibility in order to be enrolled as a student. You will not be permitted to complete clinical hours if all of your required information is not in place and verified by clinical coordinators.

Immunization records must be submitted to UTMB to meet State requirements and to CertifiedBackground to meet clinical site requirements.

Instructions for completing your profile and placing the CertifiedBackground order are available here. If you have any questions, please contact CertifiedBackground at (888) 666-7788. If they are unable to resolve your problem, please contact Dr. Sheba Luke at (409) 772-8358.
Background Check and Drug Screening

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, contact Marilyn Bradley at (409) 747-1511.

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

You will register for courses according to your degree plan, which you will receive from your Track Administrator. The opening date for online course registration is available on the Academic Calendar. The required textbooks for each course are listed on the UTMB Bookstore website.

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 April 13, 2015 to June 19, 2015.

External scholarships are also available for nursing students. Please see the [SON Scholarship page](#) for a listing of some of these scholarships.

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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 functions are located on page 52 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 lvlocket@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. 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. You will be emailed your advisor’s name prior to your registration. You are required to meet with your 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)
- Academic Advisors can help ensure that you complete the courses required to graduate. (MSN and DNP Programs – Stephanie Johnson)
- 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).

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Student Governance

Opportunities are available for graduate students to serve on several faculty committees to assist in the further development of the curriculum at UTMB. If you are interested, please contact Dorothy Pearrow, Assistant Dean for Admissions & Student Affairs at dapearro@utmb.edu.

Leadership opportunities are also available in the UTMB Student Government Association. Distance education students are encouraged to participate to represent the unique needs of online students.

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.

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.

Distance education students can also park in Garage 4 (by the SON) and purchase discounted tokens at the UTMB Bookstore for any required visits to campus. You must present your UTMB badge at the time of purchase.

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.

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 license information is current.

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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.
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.

Office of Enrollment Services
Office of Financial Aid
University of Texas Medical Branch
301 University Boulevard
Galveston, TX 77555-1305
Phone: (409) 772-1215 | Fax: (409) 772-4466

Office of Student Life
University of Texas Medical Branch
301 University Boulevard
Galveston, TX 77555-1316
Phone: (409) 772-1996 | Fax: (409) 747-2527

Student Health and Counseling
The University of Texas Medical Branch
301 University Boulevard, Route 1369
Galveston, TX 77555-1369
(409) 747-9508 | Fax: (409) 747-9330

Institutional ADA Officer
Lela Lockett-Ware
Phone: (409) 747-4818

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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: __________________________________________
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