<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Presenter</th>
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<tbody>
<tr>
<td><strong>Thursday, May 5, 2016</strong></td>
<td><strong>SON 1.102 (Unless Noted)</strong></td>
<td></td>
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</tr>
<tr>
<td>7:00 - 8:00</td>
<td>Registration</td>
<td>OASA Staff and Volunteers</td>
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<tr>
<td>8:00 - 8:30</td>
<td>Dean's Welcome</td>
<td>Dr. Trish Richard</td>
<td></td>
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<tr>
<td>8:30 - 9:30</td>
<td>Photos - Levin Hall 4th Floor</td>
<td>Mark Kinonen x23711</td>
<td></td>
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<tr>
<td>9:30 - 10:30</td>
<td>Student Health</td>
<td>Cynthia DeSanto x79323</td>
<td></td>
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<tr>
<td>10:30 - 11:00</td>
<td>PDA/Smart Phone Discussion</td>
<td>Bonnie Webster x20909</td>
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<tr>
<td>11:00 - 11:30</td>
<td>Student Activity</td>
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<tr>
<td>11:30 - 12:30</td>
<td>Lunch and White Coat Pick Up - SON Lobby</td>
<td>Vendor Tables</td>
<td>SNA, Student Health, Library Services</td>
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<td>12:30 - 1:30</td>
<td>BSN Program Orientation</td>
<td>Drs. Beckworth/Lea</td>
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<td>1:30 - 2:15</td>
<td>SON Policies</td>
<td>Dorothy Pearrow x28205</td>
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<tr>
<td>2:15 - 2:45</td>
<td>Title IX</td>
<td>Kathy Rodriguez x75742</td>
<td></td>
</tr>
<tr>
<td>2:45 - 3:00</td>
<td>Break</td>
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<td>3:00 - 3:30</td>
<td>Financial Aid</td>
<td>Carol Cromie x29795</td>
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<tr>
<td>3:30 - 4:00</td>
<td>General Compliance/HIPPA</td>
<td>Trish Wooten x78703</td>
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<tr>
<td>4:00- 5:00</td>
<td>Student Activity</td>
<td>Dorothy Pearrow x28205</td>
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<tr>
<td><strong>Friday, May 6, 2015</strong></td>
<td><strong>SON 1.304 (Unless Noted)</strong></td>
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<td>7:00 - 8:00</td>
<td>Registration - SON Lobby</td>
<td>OASA Staff and Volunteers</td>
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<tr>
<td>8:00 - 8:30</td>
<td>Interprofessional Education</td>
<td>Shelley Smith x20213</td>
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</tr>
<tr>
<td>8:30 - 9:00</td>
<td>Ombudsman / Honor Pledge</td>
<td>Dorothy Pearrow x28205</td>
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<tr>
<td>9:00 - 10:30</td>
<td>Mini eCamp</td>
<td>MML Team</td>
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<tr>
<td>10:30 - 10:45</td>
<td>Break</td>
<td>Neil Hart x22205</td>
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<td>10:45 - 11:00</td>
<td>Auxiliary Services</td>
<td>Chief Engells</td>
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<td>11:00 - 11:30</td>
<td>Campus Security</td>
<td>Leann Carmical x24952</td>
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<td>11:30 - 11:45</td>
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<td>Julie Trumble x23642</td>
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<td>Mike Cromie x23958</td>
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3. Patient Parking .................................. 772-1581
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6. Ferry Road Apartments ..................... 750-9792
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10. Phi Beta Pi Fraternity ........................ 772-1939
    (401 Mechanic St.)
11. Phi Rho Sigma Fraternity ............... 772-1939
    (421 Mechanic St.)
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   Public/Patients/Students/Employees

*All area codes are 409
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 on the UTMB Campus, **May 5 – 6, 2016**. 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, May 9, 2016**. 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-calendar/2015-2016AcademicCalendar.pdf](http://nursing.utmb.edu/academic-calendar/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 Summer 2016

**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 **March 1, 2016 through April 1, 2016.** [https://weborder.precheck.net/StudentCheck/studentmain.aspx](https://weborder.precheck.net/StudentCheck/studentmain.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 during Orientation.
Congratulations on your acceptance to the UTMB School of Nursing! We are looking forward to seeing you at Orientation!

Orientation is mandatory for all nursing students. Details for each day’s events can be found on the agenda included in this packet.

**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 on the [Parking Facilities website](#).

**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 or other requirements.

**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.
- Registration and testing dates are **March 1, 2016 through April 1, 2016**.
- Registration and instructions are available at [PreCheck](#).
- 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, and are available on their [website](#) under the New Student UTMB menu. Current immunizations and proof of health insurance are required for all students before the beginning of Orientation.

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

**Board of Nursing:** You must forward a copy of your blue card or your declaratory release to take the NCLEX to [Dora Turner](#). The process typically takes 2-3 weeks after your fingerprinting, so make sure this is done immediately.

**Tuition and Fees:** Payment is due by Friday, May 6, 2016, and can be paid prior to Orientation or when you are on campus during your breaks between presentations, where time permits.

**Textbooks:** All required textbooks are listed on the [Bookstore website](#). Textbooks purchased elsewhere do not have complete materials needed for course study. The **custom package for NURS 3631 must be purchased at the UTMB Bookstore** to ensure you have both the required textbook and video.

**Smartphones:** Please bring your fully charged Smartphones to Orientation with the loaded software requirements. These resources can be found on the [Skyscape website](#).

The SON admissions staff will register you for courses based on the curriculum sequence. Additional supply requirements will be discussed during Orientation.

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

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

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

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

Student ID: 000XXXXXX

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

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

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

**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 and 10 are not yet supported by the University.*

Memory
3-4GB of RAM

Store
80GB (minimum) Hard Drive

Applications
Microsoft Office version 2013 (or most recent version).
Blackboard 9.1 (provided online at https://ecl ass.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. Before purchasing this software, be sure to check to ensure your MAC can use all the applications.)

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.
Baccalaureate Program
Clinical Information at Your Fingertips – The PDA

Congratulations to each of you as you enter 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. 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. Please do this now as we will be reviewing the software during orientation.

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

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 with email and phone support. Go to the website at http://www.skyscape.com/utmbson/ and select the support icon.

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 hospitals it is hard to find an internet connection.

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

All of the programs combined are less than 1GB. The site will help you when downloading with support available for free with purchase for a period of time. There are 8 required programs and 2 optional programs which are English and Spanish Medical Words and Phrases and Pediatric Facts Made Incredibly Quick. Students have asked for these so we are offering it as an option.

I hope this answers your questions and gives you a start. Let me know if you have any questions. 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
Pediatric Facts Made Incredibly Quick
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Congratulations on your admission to the UTMB School of Nursing! We look forward to you joining our vibrant campus and School of Nursing community. We want to ensure your enrollment process is complete 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.

Note: Please view this guide electronically to ensure access to all hyperlinks.

**REQUIRED ADMISSION CHECKLIST**

- Accept admissions through the UTMB MyStar portal.
- Complete Texas Board of Nursing Clearance process as soon as email instructions are received. See page 3 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.
- Authorize PreCheck Background Check and Drug Screen (Register beginning March 1, 2016 and complete tests by April 1, 2016). See page 4 for more details.
- Copy CPR certification card (front and back) to bring to Orientation. See page 6 for more details.
- Submit current health insurance information to waive automatic enrollment in the UT Student Health Insurance Plan. (Waiver period will open on March 1, 2016.) See page 7 for more details.
- Submit official transcripts for any courses completed or in progress since you submitted your application. See page 9 for more details.
- Complete Student Health and Counseling Immunizations form and return to Student Health - due by March 1, 2016. See page 10 for more details.
- 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. See page 11 for more details.
- Pay Tuition and Fees - due no later than May 6, 2016. See page 12 for more details.
- Mark calendar for Orientation on May 5 - 6, 2016. 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.

**OTHER IMPORTANT CONSIDERATIONS**

- Continue to monitor your MyStar “To Do” list to ensure all required documents are received
- Ensure current address and phone number are entered in MyStar
- Check computer requirements
- Arrange dormitory or housing as needed
- Contact Financial Aid in Enrollment Services as needed
- Apply for School of Nursing Scholarships on the Enrollment Services Scholarship webpage
- 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, Elizabeth Botello.
**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 clarify 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. The UTMB Library has study rooms with white boards in addition to numerous individual study areas.

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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**Background Check and Drug Screen**

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.

2. PreCheck – Required for UTMB accreditation 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 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 March 1, 2016 and must be completed by April 1, 2016. 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.

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.

Student Life Organizations also provide numerous learning opportunities.
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.

Computer Access and Support

You will be given additional information regarding computer access and support at Orientation E-camp. 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.

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. If you purchase books from a different vendor, you must ensure you are buying the correct edition of the book. The custom package for NURS 3631 must be purchased at the UTMB Bookstore to ensure you have both the required textbook and video.

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.
**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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**Dorms & University Housing**

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

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

Housing information is also available on the [Student Life website](#).

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

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**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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**Facebook Pages**

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

UTMB School of Nursing [Facebook Page](#)
UTMB SON BSN Class of Spring 2017 [Facebook Page](#)
UTMB Student Nurses Association [Facebook Page](#)
UTMB Office of Student Life [Facebook Page](#)

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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 summer 2016 semester will be open from March 1, 2016 to April 1, 2016.

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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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 summer 2016 semester will open on March 1, 2016.

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 Health Plans 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 Health Plans 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) 772-9815.

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**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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**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.

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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.

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.
Student Health and Counseling

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

**Immunization Requirements**

**Immunization Record** *(Required form due by March 1, 2016)*

**Bacterial Meningitis Vaccine Requirement**

All documentation of the above items should be mailed to:

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

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

**Immunizations**

*All immunization requirements must be completed by March 1, 2016.*

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

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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**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.

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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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**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 access it here 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.

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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. Tuition and fees are due in full the last business day prior to the first day of class unless arrangements for installment payments have been completed. The first payment of the installment plan is also due the last business day prior to the first day of class.

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

White Coat Ceremony

The White Coat Ceremony will be held on Monday, May 9, 2016. We have joined 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, donning of the white coats, and a brief 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.

Please complete the white coat order form and return it to Student Affairs as soon as possible. You will pick up your white coat during Orientation. Additional instructions will be given at that time.

UTMB is committed to equal opportunity for students with disabilities. Each academic program has Essential Functions that describe specific skills and outcomes that a student must be capable of performing to be successful in the program with or without reasonable accommodations. The Essential Functions of each program is available upon request. If you have a documented disability or would like to obtain information regarding services for students with disabilities at UTMB, please contact the Institutional ADA Officer. This information will be confidential; only those individuals responsible for assuring reasonable accommodations will be given this information.
Helpful Contact Information

UTMB School of Nursing
Office of Admissions & Student Affairs

Assistant Dean
Dorothy Pearrow
Phone: (409) 772-8205

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

General Information & Interviews
Irma Garcia
Phone: (409) 772-8271

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

Admissions Advisor
Katherine Rosen
Phone: (409) 772-8224

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

White Coat Ceremony & Special Events
Dora Turner
Phone: (409) 772-8307

Health Insurance
Student Accounts
Phone: (409) 775-9820
sfinsvcs@utmb.edu

Immunizations & Health Related Concerns
Student Health
Phone: (409) 747-9508
stdwappt@utmb.edu

MyStar Assistance
Enrollment Services
Phone: (409) 772-1215
enrollment.services@utmb.edu

Parking
Parking Facilities
Phone: (409) 772-1581

Scholarships
Enrollment Services
Phone: (409) 772-1215
enrollment.services@utmb.edu

Transcripts
Enrollment Services
Phone: (409) 772-1215
enrollment.services@utmb.edu

Tuition and Fees
Student Accounts
Phone: (409) 772-9820
sfinsvcs@utmb.edu

Veterans Assistance
Enrollment Services
Phone: (409) 772-1215
enrollment.services@utmb.edu

UTMB Contacts

ADA Accommodations
Lela Lockett-Ware
Phone: (409) 747-4818
lvlocket@utmb.edu

Dorms & Housing
Student Housing
Phone: (409) 750-9792
stuhousn@utmb.edu

Financial Aid
Enrollment Services
Phone: (409) 772-1215
enrollment.services@utmb.edu