Non-licensed Undergraduate Bachelor of Science in Nursing (BSN) Students

1. Clinical (Practicum) Component

   a. In addition to the many hours of formal class time, the undergraduate BSN students must complete the required clinical component of the curriculum. The practicum courses require completion of clinical assignments, clinical hours, and patient care plans/care maps. Clinical hours may occur during the week, weekends, on holidays, or during the “on call” shifts; the on-call shifts could include: (3 p.m. – 11 p.m., or 11p.m. – 7 a.m., or a 12-hr. shift)

2. Louisiana Registered Nurse (RN) License

   The nursing student must have an unencumbered license to practice nursing in the state of Louisiana and have earned an Associate Degree or Diploma in nursing from any accredited college or university to fulfill the required pre-nursing courses. The nursing license is verified through the Louisiana State Board of Nursing. All licensure verifications are completed with the application process.

3. Student Health Forms (Mail or hand-delivered to the Student Health Department by July 15, 2015).

   Please upload all health forms to the Student Profile before hand delivering to the Student Health Department.

   a. All students must have documented proof of immunity with titer results for: Varicella, Measles, Mumps, Rubella, and Hepatitis B.

   b. The dates of each of the following must be specified:

      Tetanus/Diphtheria with Pertussis (within 10 years), Hepatitis B vaccine dates (1st, 2nd, and 3rd), Hepatitis B Surface AB titer, Tuberculin Skin Test (within 1 year), T-Spot or Quantiferon Gold, Meningitis Vaccine (1st and 2nd) {if before age 16}, and documentation of two (2) MMR immunizations (after age 1 year).

   c. Proof of Tuberculin (Tb) Skin Test or health survey, if previously positive, must be obtained each year.

      1. If the Tuberculin Skin Test is known to be positive, a chest x-ray is required. Chest x-ray results must be within the past 6 months.
d. Proof of Flu vaccine/declination must be obtained each year. Please note, if the declination form is completed, declining the flu vaccine, there may be restrictions to some healthcare facilities (such as: may not be allowed to enter and/or may be required to wear a mask the entire time on the facility campus).

**The Tb skin test results and proof of the flu vaccine must be submitted to the Student Health Department every year as well as uploaded to the Student Profile*.**

4. **American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card (Due July 15, 2105)**

   a. AHA BLS Healthcare Provider courses are offered through the Continuing Education (CE) Department of the LSUHSC School of Nursing. An email with class dates and times will be sent to all nursing students from the LSUHSC School of Nursing CE Department.

   b. Students may obtain the CPR card through any vendor; however, the course instruction has to be AHA BLS for the Healthcare Provider. Students may email the CE Department to ensure the correct CPR course is being taken.

   c. The AHA BLS CPR card is valid for two (2) years and must be kept current for the duration of enrollment in the School of Nursing.

   d. **Please upload the front and back of the CPR Card to the Student Profile*.**

5. **Malpractice Insurance (Due July 15, 2105)**

   a. All students must have malpractice insurance. The malpractice insurance policy must be renewed annually and kept current for the duration of enrollment in the Nursing School. Students may obtain malpractice insurance from NSO.com, through a homeowner’s insurance policy, or a personal insurance agent. The cost is approximately $40.00/yr. *(Malpractice coverage provided by an employer is not allowed/accepted).*

   b. **Please upload the certificate only to the Student Profile*.**

6. **Personal Health Insurance (Due in the Bursar’s Office by July 15, 2015)**

   a. More detailed personal health insurance information is located in Packet A, the Bursar’s Office Forms. Packet A Forms may be located on the New Student page of the LSUHSC School of Nursing website: [http://nursing.lsuhsc.edu/NewStudents/PacketA.html](http://nursing.lsuhsc.edu/NewStudents/PacketA.html).

   b. All students must have personal health insurance, either individually or through LSUHSC, the Bursar’s Office.
Please upload a copy of the front and back of the personal health insurance card to the Student Profile.

c. All students are required to purchase the Needlestick/Splatter coverage at a cost of $17.82 for the semi-annual premium. This fee will appear on the Tuition and Fee bill. Financial Aid, TOPS, etc. does not cover the Needlestick/Splatter premium fee.

7. Compliance Training (Due within 90 days of receiving notification through the student LSUHSC email.)

   a. All students must remain current with the mandatory compliance training for the duration of enrollment in the School of Nursing. The Compliance Department will email the links to the training sessions through the LSUHSC email account.

8. Testing Accommodations under the Americans with Disability Act (ADA)

   a. The LSUHSC School of Nursing ADA policy is included; please review. Any student needing accommodations under the ADA must supply the following documentation before the School of Nursing may grant accommodations:
      1. A copy of psychoeducational test results;
      2. A diagnosis by a qualified healthcare professional as outlined in the policy; and
      3. Specific accommodations recommended; for example: extended time is not sufficient; must state how much time is recommended (one and one half [1.5 time], double time, etc.)

9. Computer Requirements and Technical Standards Statement

   a. Detailed computer requirements and technical standards criteria are available on the Current Student page at:
      http://nursing.lsuhsc.edu/Forms/StudentAffairs/Spring2015/School%20of%20Nursing%20Computer%20Requirements.pdf

10. Course Registration

    a. The list of courses for the fall 2015 semester are located:
       http://nursing.lsuhsc.edu/AcademicSchedule/ClassSchedules/Fall%202015/Trad%20BSN%20Fall%202015.pdf. All students must complete the online registration process.

    b. Registration instructions may be found on the New Student page:
       http://nursing.lsuhsc.edu/Docs/StudentAffairs/Student%20Registration%20Instructions.pdf

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11. **Transcripts**

   a. Please access the unofficial transcript, assuring the student transcript is up-to-date.

12. **Student Identification (ID) Cards, Library Bar Code, Parking Registration**

   a. Any student needing a new Student ID, Library Bar Code, and Parking Decal, should do so before Level Orientation. The Registrar’s Office is responsible for Students IDs. The Library issues Library Bar Codes. The Parking Services Department issues Parking Decals.

   1. **Students must present a picture ID at the time of obtaining the LSUHSC Student ID.**

   2. Location of offices: The Registrar’s Office (1st floor), Room 144, Library (3rd floor), and Parking Services (1st floor) are located on campus, in the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.

   3. Registration for parking is available online. Please use the link below for online parking registration instructions. [http://www.lsuhsc.edu/administration/ae/docs/Student%20Online%20Preregistration%2004062015.pdf](http://www.lsuhsc.edu/administration/ae/docs/Student%20Online%20Preregistration%2004062015.pdf). If there are additional questions, please contact Parking Services at 504-568-4884.

   4. Students living in student housing have assigned parking with specific decals. Students are responsible for providing the correct housing information to the LSUHSC Parking Department.

13. **School Uniforms**

   a. The School of Nursing is a professional school. The undergraduate BNS nursing students are expected to portray professionalism and are required to wear the School of Nursing uniform while on campus. Students must wear a School of Nursing polo shirt (white, yellow, purple, or grey) with black or navy dress pants. The polo shirt must be purchased through the LSUHSC Bookstore. The Bookstore is located on the 2nd floor of the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.

14. **Personal and Emergency Information**

   b. The School of Nursing students are required to keep personal and emergency contact information updated in the Student Profile.* [http://nursing.lsuhsc.edu/StudentInformation/StudentDirectory.html](http://nursing.lsuhsc.edu/StudentInformation/StudentDirectory.html)

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15. **Tuition and Fees**

a. Once registration is completed, the student tuition and fee bill will be available for payment. **Payment is due immediately.** Electronic payments are not available at this time. Tuition and fee bills may be viewed in the *Student Self-Service Portal in PeopleSoft*. Access to *PeopleSoft* is located: [http://www.lsuhs.edu/ps/support/selfservice.aspx](http://www.lsuhs.edu/ps/support/selfservice.aspx). Tutorials are located on the same page.

b. **For Traditional BSN and CARE students only:** Assessment Technologies Institute (ATI) testing is one assessment used by the School of Nursing. ATI provides the undergraduate students with a comprehensive assessment of the nursing courses and concepts as the student progresses through the curriculum. ATI is one of the School of Nursing assessments used to prepare the student for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) after graduation. The ATI fee is a one-time charge of ~ $480.00. This additional cost for all undergraduate students is included in the fees for the first semester.

**Mandatory annual requirements:**

**Students are required to provide the following annually:**

- Student Health Information: Tuberculin Skin Test
  - Flu vaccination
- Proof of: Malpractice Insurance (Certificate Only)
  - Personal Health Insurance (Copy of front and back of card)
  - Needlestick/Splatter Coverage (Copy of front and back of card)
- Updated CPR Cards (valid for two (2) years – must be uploaded annually)

**All must be uploaded to the Student Profile annually.**

**Consequences:**

Clinical clearance requires 100% compliance with all of the annual requirements uploaded to the Student Profile by the specified date of July 15, 2015. Any student missing any of the annually required documents will have to withdraw from the cohort courses.