New Student Information for Graduate Students

1. Orientation

   a. **New Student Orientation** is mandatory for all new graduate students accepted for enrollment by the School of Nursing. The mandatory *New Graduate Student Orientation* is scheduled for **August 10, 2015**.

2. Clinical (Practicum Component)

   a. In addition to the many hours of formal class time, the graduate students must complete the required clinical component of the curriculum. 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 11 p.m. – 7 a.m., or a 12-hr. shift).

   b. In partnering with the healthcare facilities, physicians’ offices and clinics, the LSUHSC School of Nursing agrees to abide with the pre-employment and patient safety guidelines. Most of the requirements are only needed once while enrolled unless otherwise stipulated by the healthcare facility. All requirements must be complete by **August 5, 2015**.

3. Student Health Forms (Mailed or hand-delivered to the Student Health Department by **July 31, 2015**)

   a. More detailed information about student health form requirements is within Packet B, the Student Health Forms. Packet B Forms may be found within the New Student Page on the LSUHSC School of Nursing website.

   b. **Please upload all student health forms** (Packet B) to the *Student Profile* before mailing or hand delivering the completed Packet B, the Student Health Forms, to the Student Health Department. The *Student Profile* is located: [http://nursing.lsuhsc.edu/StudentInformation/StudentDirectory.html](http://nursing.lsuhsc.edu/StudentInformation/StudentDirectory.html)

   c. All students must have proof of immunity by presenting titer results for: Varicella, Measles, Mumps, Rubella, and Hepatitis B.

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

      - Tetanus/Diphtheria with Pertussis (within 10 years), Hepatitis B vaccine dates (1\textsuperscript{st}, 2\textsuperscript{nd}, and 3\textsuperscript{rd}), Hepatitis B Surface AB Titer, Tuberculin Skin Test (within 1 year), T-Spot or Quantiferon Gold, Meningitis Vaccine (1\textsuperscript{st} and 2\textsuperscript{nd}) (if before age 16), and documentation of two (2) MMR immunizations (after age 1 year).
e. Proof of Tuberculin (Tb) Skin Test or health survey, if previously positive, must be obtained each year.
   o 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.

f. Proof of Flu vaccine/declination 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 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. **Drug Screening** (Due by **August 5, 2015**)

a. The drug screen is a one-time event unless otherwise stipulated by the healthcare facility. The average cost of a drug screening is ~ $40.00. Certified Background performs the drug screening. For more information about Certified Background, please visit the website at www.CertifiedBackground.com. The LSUHSC School of Nursing code is **LS12DT**. The new nursing student must inform Certified Background of the new student status.

**Drug screens done by any employer or another agency are not accepted.**

5. **Level 1 Background Check** (Due by **August 5, 2015**)

a. The Level 1 Background Check is a one-time event unless otherwise stipulated by the healthcare facility. The average cost of a background screening is ~ $85.00. The Certified Background must complete the background screening. For more information about Certified Background, please visit the website at www.CertifiedBackground.com. The LSUHSC School of Nursing code is **LS12**. (Background checks completed by local police departments or other agencies are not sufficient, therefore not accepted).

6. **Louisiana Registered Nurse (RN) License**

a. All students must have an unencumbered license to practice nursing in the state of Louisiana and have earned a Bachelor of Science in Nursing Degree 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.

7. **American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) for Healthcare Provider Cards** (Due by **August 5, 2015**)

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

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

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

d. Some concentrations may require more advanced certifications.

e. Please upload the front and back of the CRP Card to the Student Profile*.

8. Malpractice Insurance

a. All students must have malpractice insurance. The policy must be renewed annually for the duration of enrollment in the School of Nursing.

b. The graduate programs may require students to enroll in a particular national organization. Malpractice insurance may be purchased through the national organization once membership is established. The program directors will provide further guidance.

c. Students may obtain malpractice insurance from www.NSO.com, through a homeowner’s insurance policy, or personal insurance agent. Malpractice coverage provided by an employer is not allowed/accepted.

d. Please upload the certificate only the Student Profile*.

9. Personal Health Insurance (Due in the Bursar’s Office by July 31, 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 on the LSUHSC School of Nursing website.

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 Needle Stick/Splatter coverage at a cost of $17.82 semi-annual premium. This fee will appear on the Tuition and Fee bill each semester. Financial Aid, TOPS, etc. does not cover the Needlestick/Splatter premium fee.

10. Compliance training (Due within 90 days of receiving notification through the LSUHSC email.)
All students must remain current with mandatory compliance training for the duration of enrollment in the School of Nursing. The Compliance Department will email the training links through the LSUHSC email account.

11. Testing Accommodations under the American with Disability Act (ADA)

The LSUHSC School of Nursing ADA policy is included; please review. Any student needing accommodations under ADA must supply the following before the School of Nursing may grant accommodations:
- A copy of psychoeducational test results;
- A diagnosis by a qualified healthcare professional as outlined in the policy; and
- 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.).

12. Computer Requirements and Technical Standards Statement

Detailed computer requirements and technical standard criteria are within Packet C, the Office of Student Affairs Forms. Packet C Forms are located on the New Student page of the LSUHSC School of Nursing website. http://nursing.lsuhsc.edu/Forms/StudentAffairs/Spring2015/School%20of%20Nursing%20Computer%20Requirements.pdf

13. LSUHSC Email Account

Marco Sosa, IT Project Coordinator, will send email set-up instructions. Please email the computer services department at nscomputersupport@lsuhsc.edu, if the email instructions have not been received.

14. Course Registration

A list of courses for the fall 2015 semester are located: http://nursing.lsuhsc.edu/AcademicSchedule/CourseSchedules.html. All students must complete the online registration process.

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

15. Transcripts

The School of Nursing, Office of Student Affairs, must receive official transcript(s) demonstrating successful completion of all prerequisite courses (if applicable) by August 5, 2015. Please mail official transcripts to Tracie Gravolet, School of Nursing.
16. **Student identification (ID), Library Bar Code, Parking Registration**

All new graduate students must obtain a **Student ID, Library Bar Code** and **Parking Decal**, if applicable, before the new student orientation. The Registrar’s Office is responsible for Student IDs. The Library issues the Library Bar Codes. Parking Services is responsible for Parking Decals.

*You will be asked to present a picture ID at the time of obtaining your student ID.*

Office locations: The Registrar’s Office (1st floor), Library (3rd floor), and Parking Services (1st floor) are located on LSUHSC campus, Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.

Registration for parking is available online. Please use the link below for online parking registration instructions. If there are additional questions, please contact Parking Services at 504-568-4884.

Link for students to access online parking registration:

http://www.lsuhsc.edu/administration/ae/docs/Student%20Online%20Preregistration%2004062015.pdf

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.

17. **Personal and Emergency Information**

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

18. **Tuition and Fees**

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. The tuition and fee bills may be viewed in the **Student Self-Service Portal in PeopleSoft**. Access to PeopleSoft is located:

http://www.lsuhsc.edu/ps/support/selfservice.aspx. Tutorial are located on the same page.
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)

All must be uploaded to the Student Profile annually.

Instructions for uploading documents to the Student Profile: (Note: the student LSUHSC email account must be set-up to access the Student Directory). Please send an email to nscomputersupport@lsuhsc.edu for any difficulty accessing.

1. Go to http://www.nursing.lsuhsc.edu
2. Click on Current Students
3. Click on Student Directory
4. Log in
5. Click on Document Upload on the left navigation