

## *New Student Registration Instructions RN to BSN and MN*

Please read this information very carefully before completing the on-line forms to ensure accuracy. All forms must be returned to the Office of Student Affairs on the day of your scheduled advising session (December 16<sup>th</sup> or December 17<sup>th</sup>).

The **Student Health forms** must be submitted to the University Health Center no later than December 11, 2009 or you will not be allowed to attend class. (Health forms are provided on the new student website).

The **Acceptance Confirmation form** must be signed and returned within 7 days from the date of this letter with a \$50.00 acceptance fee that will be credited on to your fee bill. Once you have returned this form with the required deposit you will receive LSHUSC, SON internet access provided we have an email address for you.

Any student who had classes in progress prior to being admitted must provide us with an official transcript or transcripts on the day of your scheduled advising session.

1. Complete the **Technical Standards form**. (Bring with you to the Informational Advising Session)
2. Complete the **Optional Fees Check List, Student Accident and Sickness Plan, and Supplemental Student Accident and Sickness Plan forms for the academic year 2009-2010. (Supplemental Insurance plan is optional)** Please read the directions on these forms very carefully. Students who will not be taking the LSUHSC Health Insurance must provide us with a front and back copy of their health insurance card. Please submit a copy of your health insurance card with this paperwork. **(Forms must be completed and brought to the advising session.**
3. **The Authorization for Use of Title IV Funds** for the academic year 2009-2010 must be completed and signed whether or not you will be receiving financial aid. This is a form that students must complete for the Business Office to electronically post financial aid funds directly onto the student's fee bill. (Form must be completed and brought on the day of your scheduled advising session)
4. Instructions have been provided to complete the student health forms. Please keep in mind that all completed health forms must be received by the University Health Center by or before December 11, 2009. **If these forms are not returned to the University Health Center by the deadline specified, you will not be allowed to attend class.**
5. Please access the Compliance Office link at:  
<http://www.lsuhsoc.edu/no/administration/ocptraining%2002-31-05.aspx>. All compliance training courses must be completed no later than December 11, 2009. Once you have

received Internet access the compliance examinations can be completed on line. These training examinations must be completed on line.

6. A link has been provided for students who are applying for Campus Housing and Financial Aid in addition to the tuition fees sheets for the 2009/2010 academic year. **(Tuition and Fees are subject to change).**
7. The **Schedule of Course** form and the **Schedule of all RN to BSN and MN courses** offered for the spring 2010 semester will be provided at the advising session.

*All undergraduate students will be invited to LSUHSC, SON campus for advising sessions at a date and time specified by the Office of Student Affairs. You must bring all the forms requested on this web site to be completed and checked for accuracy.*

*Tuition fees are due before the first day of class. (Cash, Cashier Checks, Money Order are accepted only)*

*Office of Student Affairs  
1900 Gravier Street Room  
New Orleans, Louisiana 70112*