

**LSU Health New Orleans (LSUHNO) School of Nursing
Mandatory Requirements Checklist**

**Mandatory Requirement Q&A Sessions via ZOOM
Students must attend at least one session**

<https://lsuhsc.zoom.us/j/93602250716?pwd=VjNEMFFPNGZHT0lhcE9qcS9jN1RFZz09>

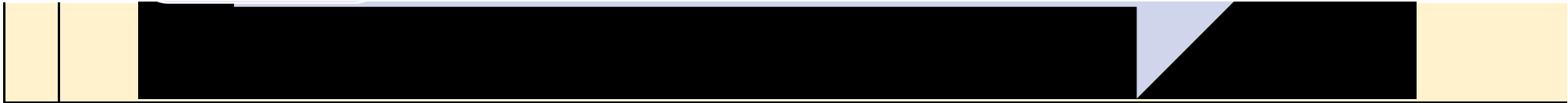
Meeting ID: 93602250716

Passcode: 043193

Wednesdays - 06/21, 07/04, 07/12, 07/26, 1:00 p.m. - 2:00 p.m.

Due by New Student Orientation

#	Item	Form Link	Special Instructions
1	Student Identification (ID) Cards	https://intranet.lsuhs.edu/RemoteIDCardImage	<p>The Registrar’s Office is responsible for Student IDs. All students are required to follow the Online ID Badge process. A student must activate their LSUHSC email. The ID Badge may be picked up at the Registrar’s Office one (1) week after completing the process. The Registrar’s Office hours are Monday, Wednesday, Friday from 9:00 a.m. – 3:00 p.m. (lunch hour 1:00 p.m. – 2:00 p.m.) If there are additional questions, please contact the Registrar’s Office at 504-568-4829.</p> <p>Location of office: Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 1st floor, Room 144.</p>
2	Testing Accommodations under the Americans Disability Act (ADA) Policy	SS-3 Americans with Disabilities Policy	<p>Review and become knowledgeable of requirements.</p>



3	Bursar's Office Forms	Registration Forms	Optional Fees Form, Student Accident and Sickness Plan Form, and Title IV Authorization Form must be scanned and submitted (no camera screen shots) via email to the Bursar's Office: nobursar@lsuhsc.edu .
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Due one (1) Week before the 1st day of the semester

#	Item	Form Link	Special Instructions
1	Drug Screening Step 1 Complete the Agreement Form	Alcohol and Drug Test Form	<p>Drug screening occurs at the beginning of the program. The average cost of the drug screening is ~\$35.00. The drug screening must be ordered through Premier Biotech.</p> <p>Complete the Agreement to Submit to Alcohol and Drug and Authorization for the Release of Test Results Form. The authorization form must be submitted to drugtesting@lsuhsc.edu.</p>
	Step 2 Order Drug Screening through Premier Biotech	Drug Screening Instructions for Students	<p>Once the authorization form is submitted, follow the instructions on ordering and scheduling the drug screening through Premier Biotech.</p>
2	Background Screening		<p>The Background Screening is a one-time event unless otherwise stipulated by the School of Nursing or the healthcare facility. The background screening must be ordered through Certiphi. This is a separate process as the LSBN Criminal Background Check Form.</p> <p>Certiphi will be sending an email to your LSUHSC email 30 days after sending in the acceptance form and fee. Look for an email from studentedition@certiphi.com. The email will have further instructions on completing Certiphi's application and payment. <u>Check your LSUHSC junk email box as well.</u></p>

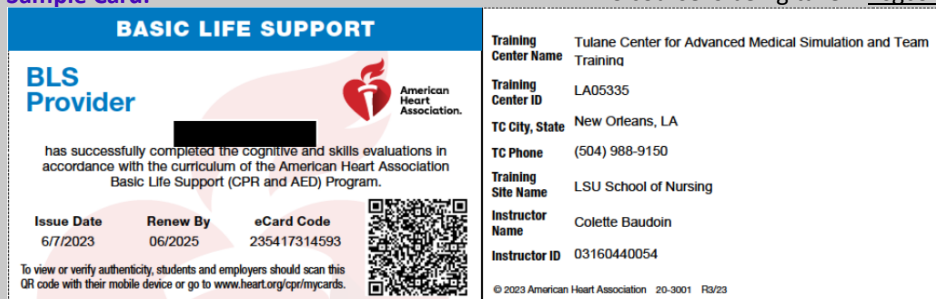
3	Student Affairs Forms	Documents	<p>Technical Standards, Acknowledgment Form, Student Honor Statement, Consent for Photography, Interview, Recording, and NSTC Confidentiality Statement must be scanned and submitted (no camera screen shots) via email to the Office of Student Affairs: nsstuaffairs@lsuhsc.edu.</p>
4	Official Transcripts		<p>The School of Nursing Office of Student Affairs must receive official transcript(s) demonstrating successful completion of all prerequisite courses. Send electronic official transcripts to The Office of Student Affairs: nsstuaffairs@lsuhsc.edu if you were in progress for completing prerequisite coursework during the application process.</p>
Due by the 1st day of the semester			
#	Item	Form Link	Special Instructions
1	Professional Liability Insurance	Information Systems	<p>All students must have professional liability insurance. The professional liability insurance policy must have an effective date of the 1st month of enrollment (fall admission should be 8/1; spring admission should be 1/1) and kept current for the duration of enrollment in the Nursing School. Annual renewal is needed. Students may obtain professional liability insurance from www.NSO.com, through a homeowner's insurance policy, or a personal insurance agent. The cost is approximately \$40.00/yr. Professional liability coverage provided by an employer is not allowed/accepted.</p> <p>Graduate Students: Your Program Director will have more information during new student orientation.</p> <p>Upload the Professional Liability Insurance Certificate to the Student Profile Moodle course. If logging into Moodle for the 1st time, log in and then log out. When logging back in, courses will appear within Moodle.</p>

<https://nursing.lsuhsoc.edu/AHATraining/>

The AHA BLS Provider cards are valid for two (2) years and must be kept current for the duration of enrollment in the School of Nursing (cannot expire before degrees are conferred). The AHA BLS Provider course is offered through the LSUHNO School of Nursing's Nursing Continuing Professional Development (NCPD) Department. View the NCPD Department website for updated information.

Students may obtain the AHA BLS Provider card through any vendor; however, the certification obtained must be the AHA BLS Provider. Students may email the NCPD Department to ensure the correct AHA BLS course is being taken: nsgconted@lsuhsc.edu.

Sample Card:



[Information Systems](#)

Upload the AHA BLS Provider wallet card to the **Student Profile** Moodle course. If logging into Moodle for the 1st time, log in and then log out. When logging back in, courses will appear within Moodle. Click on the Information Systems link to the left to access Moodle. The User ID is the front part of your LSUHSC email address. Example: tgravo@lsuhsc.edu; User ID would be tgravo. The password is the same as your LSUHSC email.

2

American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card

3

Library Bar Code

<https://forms.office.com/r/LFbzpAGvdJ>

The Library issues the Library Bar Codes. Fill out the LSUHNO patron registration form and email: ILL@lsuhsc.edu. If there are additional questions, please contact the Library at 504-568-8339.

Location of Library: Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 3rd floor.

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Parking Services Department

[Student Online Parking Preregistration](#)

The Parking Services Department issues Parking Decals. Registration for parking is available online. If there are additional questions, please contact the Student Parking Department at 504-568-4884.

		Account Portal	Location of office: Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 1 st floor, Room 144.
5	Student Health Information		Student Health documentation must be scanned and submitted (no camera screen shots) via email to the Student Health: studenthealthstaff@lsuhsc.edu . For instructions on completing the Student Health Mandatory Requirements, click on the link: https://nursing.lsuhs.edu/StudentInformation/health.aspx
			Immunization Form (2 pages)
			Varicella IgG quantitative serum titer
			Measles, Mumps, Rubella (MMR) IgG quantitative serum titer
			Hepatitis B Surface Antibody (Hep B Surface AB) IgG quantitative serum titer
			Tuberculin PPD (purified protein derivative) Screening within 1 year
			Tetanus, Diphtheria & Pertussis (TDaP) or (Td)
			Meningococcal (Meningitis) Vaccine or Meningitis Refusal Form
			Influenza (flu) Vaccine or Influenza (flu) Declination Form
			COVID-19 Vaccine or Exemption
Additional Information			
#	Item	Form Link	Special Instructions
1	LSUHSC Email Account		Marco Sosa, IT Project Coordinator, will send the LSUHSC email set-up instructions once students are activated in the system. Please email the computer services department at nscomputersupport@lsuhsc.edu if the email set-up instructions have not been received 30 days after sending in the acceptance form and fee.

			All students are required to have an email signature on all email correspondence. The email signature must have the emplid#, level, and program (ex.: emplid# 500000, Soph I, Traditional).
2	Student Handbooks	Handbooks	Review and become knowledgeable of requirements.
3	Computer Requirements	Computer Requirements	
4	Compliance Training		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.
5	Random Drug Screening		The School of Nursing conducts random drug screenings throughout the student's enrollment and may be a requirement of the clinical facility. Students selected for a random drug screening will be sent an email with further instructions and are responsible for any random drug screening fees.
6	Tuition and Fees	https://www.lsuhs.edu/tuition/ Self Service	Once registration is completed, the student tuition and fee bill will be available for payment. Payment is due immediately. Electronic payments are acceptable through Student <i>Self-Service</i> using a credit card or directly from a bank account. <i>Payment plans are not an option</i> . Tuition and fee bills may be viewed in the Student Self-Service Portal in PeopleSoft.
7	Student Financial Aid	https://www.lsuhs.edu/financialaid/	If applying for financial aid for the spring 2023 semester, assign your FAFSA 22-23 application to LSU Health New Orleans School so your application is processed timely. <u>The school code is 002014.</u> This must be done as soon as possible in order for your financial aid to be processed timely.
		Housing	Students of the LSU Health Sciences Center in New Orleans are eligible to reside in LSUHSC housing facilities.

8	Student Housing https://www.liveattheresidenceslsu.com/ LSU Health is excited to announce that a new apartment community is coming to the LSU Health neighborhood in January 2023 and have opened the opportunity to reserve space. The Residences at LSU Health is tailored for all health-related students, professionals, and affiliates of LSU Health and the health community in the New Orleans Medical District. Reach out for more information: https://www.liveattheresidenceslsu.com/ .
9	Additional School of Nursing Program Fees Tuition and Fees