

**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>

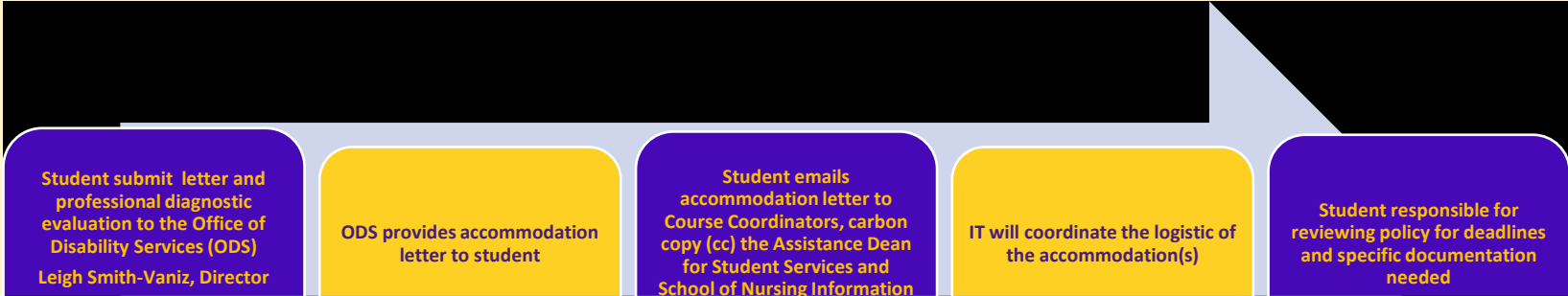
Meeting ID: 93602250716

Passcode: 043193

Tuesdays - 11/14, 11/22, 11/29, 12/6, 1:00 p.m. - 2:00 p.m.

Due by New Student Orientation				Date Complete
#	Item	Form Link	Special Instructions	
1	Digital Fingerprints		<p>Digital fingerprints are required by Louisiana State Board of Nursing (LSBN) at an approximate cost of \$30.00 for two cards. Each card should have a digital set of fingerprints. <b>Bring to New Student Orientation.</b></p> <p>Digital fingerprints <u>may be obtained from any agency that provides the service, i.e. State Trooper location.</u> The School of Nursing has successfully used Innovative Risk*, 2714 Canal Street, New Orleans, LA 70112, hours of operations: 8:00am to 5:00pm, Monday through Friday. *An appointment is required if using Innovative Risk.</p>	
2	LSBN Criminal Background Check (CBC) Forms	<p style="text-align: center;"><a href="#">LSBN Background Check Page I</a></p> <p style="text-align: center;"><a href="#">LSBN Background Check Page II</a></p>	<p>CBC forms must be printed on individual pages (one-side) and not 2 sided and paper clipped – DO NOT STAPLE anything (this is a LSBN rule because everything is scanned by LSBN as soon as it is received). Original signature is needed for each form. <b>Bring to New Student Orientation.</b></p> <p><b>Please ensure the race on the LSBN forms match the race on the digital fingerprint cards.</b></p>	
3	LSUHNO School of Nursing Class/Lecture Uniforms	<a href="#">Handbooks</a>	<p>The School of Nursing is a professional school. The undergraduate BSN nursing students are expected to portray professionalism and are required to wear the School of Nursing uniform while on campus. Detailed information on the class/lecture uniforms is located on pages 46, in the Student Handbook. <b>All students are required to wear the School Uniform to New Student Orientation.</b></p>	

			Students must wear a School of Nursing polo shirt with black or navy dress pants. The polo shirt must be tucked into pants/skirts. The polo shirts must be purchased through the LSUHNO Bookstore. The Bookstore is located on the 2 <sup>nd</sup> floor of the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.	
4	LSUHNO School of Nursing Clinical/Lab/Simulations Uniforms	<a href="#">Handbooks</a>	The LSUHNO SON student must wear an LSUHNO SON approved clinical uniform adhering to the following guidelines: White tunic tops: Landau #7502 and 71221, with the logo embroidered on the left upper side. White or purple scrub pants and white shoes. Detailed information on the Clinical/Lab/Simulation uniforms is located on pages 44 – 48, in the Student Handbook. The tunic top may be purchased from the LSUHSC Bookstore or from Uniforms by Bayou. The scrub pants may be purchased from any retail store that sells uniforms.	
5	Student Identification (ID) Cards	<a href="https://intranet.lsuhsu.edu/RemoteIDCardImage">https://intranet.lsuhsu.edu/RemoteIDCardImage</a>	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.  <b>Location of office:</b> Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 1 <sup>st</sup> floor, Room 144.	
6	Testing Accommodations under the Americans Disability Act (ADA) Policy	<a href="#">SS-3 Americans with Disabilities Policy</a>	Review and become knowledgeable of requirements.	



ods@lsuhsc.edu

Technology (IT) Department

[Documents](#)

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](mailto:nobursar@lsuhsc.edu).

**7 Bursar's Office Forms**

**Due one (1) Week before the 1st day of the semester**

#	Item	Form Link	Special Instructions	Date Complete
1	<p><b>Drug Screening</b></p> <p><b>Step 1</b> Complete the Agreement Form</p> <p><b>Step 2</b> Order Drug Screening through Applya</p>	<p><a href="#">Alcohol and Drug Test Form</a></p> <p><a href="#">Drug Screening Instructions for Students</a></p>	<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 Applya.</p> <p>Complete the Agreement to Submit to Alcohol and Drug and Authorization for the Release of Test Results Form. <b>The authorization form must be submitted to <a href="mailto:drugtesting@lsuhsc.edu">drugtesting@lsuhsc.edu</a>.</b></p> <p>Once the authorization form is submitted, follow the instructions on ordering and scheduling the drug screening through Applya.</p>	
			<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. <b>This is a separate process as the LSBN Criminal Background Check Form.</b></p>	

2	Background Screening	<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 <a href="mailto:studentedition@certiphi.com">studentedition@certiphi.com</a>. The email will have further instructions on completing Certiphi's application and payment. <i>Check your LSUHSC junk email box as well.</i></p>		
3	<p>Office of Student Affairs Forms</p> <p style="text-align: center;"><a href="#">Documents</a></p>	<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: <a href="mailto:nsstuaffairs@lsuhsc.edu">nsstuaffairs@lsuhsc.edu</a>.</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: <a href="mailto:nsstuaffairs@lsuhsc.edu">nsstuaffairs@lsuhsc.edu</a> if you are in progress for completing prerequisite coursework during the application process.</p>		
<b>Due by the 1st day of the semester</b>				
#	Item	Form Link	Special Instructions	Date Complete
		<p><a href="https://nursing.lsuhs.edu/AHATraining/">https://nursing.lsuhs.edu/AHATraining/</a></p>	<p>The AHA BLS 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). AHA BLS Healthcare Provider course is offered through the LSUHNO School of Nursing Continuing Education (CE) Department. View the CE Department website for updated information.</p>	

1	<p>American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card</p> <p style="text-align: center;"><a href="#">Information Systems</a></p>	<p>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: <a href="mailto:nsgconted@lsuhsc.edu">nsgconted@lsuhsc.edu</a>.</p> <p>Upload the front and back of the CPR card to the <b>Student Profile</b> 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>	
2	<p>Professional Liability Insurance</p> <p style="text-align: center;"><a href="#">Information Systems</a></p>	<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 <a href="http://www.NSO.com">www.NSO.com</a>, through a homeowner's insurance policy, or a personal insurance agent. <b>The cost is approximately \$40.00/yr.</b> Professional liability coverage provided by an employer is not allowed/accepted.</p> <p>Upload the Professional Liability Insurance Certificate to the <b>Student Profile</b> 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>	
3	<p>Library Bar Code</p> <p style="text-align: center;"><a href="https://forms.office.com/r/LFbzpAGvdJ">https://forms.office.com/r/LFbzpAGvdJ</a></p>	<p>The Library issues the Library Bar Codes. Fill out the LSUHNO patron registration form and email: <a href="mailto:ILL@lsuhsc.edu">ILL@lsuhsc.edu</a>. If there are additional questions, please contact the Library at 504-568-8339.</p> <p><b>Location of Library:</b> Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 3rd floor.</p>	
5	<p>Parking Services Department</p> <p style="text-align: center;"><a href="#">Student Online Parking Preregistration</a></p> <p style="text-align: center;"><a href="#">Account Portal</a></p>	<p>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.</p> <p><b>Location of office:</b> Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112, 1<sup>st</sup> floor, Room 144.</p>	

6	Student Health Information	Student Health documentation must be scanned and submitted (no camera screen shots) via email to the Student Health: <a href="mailto:studenthealthstaff@lsuhsc.edu">studenthealthstaff@lsuhsc.edu</a> . For instructions on completing the Student Health Mandatory Requirements, click on the link:  <a href="https://nursing.lsuhs.edu/StudentInformation/health.aspx">https://nursing.lsuhs.edu/StudentInformation/health.aspx</a>		
		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		
<b>Additional Information</b>				
<b>#</b>	<b>Item</b>	<b>Form Link</b>	<b>Special Instructions</b>	<b>Date Complete</b>
1	LSUHSC Email Account		<p>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 <a href="mailto:nscomputersupport@lsuhsc.edu">nscomputersupport@lsuhsc.edu</a> if the email set-up instructions have not been received 30 days after sending in the acceptance form and fee.</p> <p><b>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).</b></p>	

2	<p><b>Computer Requirements</b></p> <p><a href="#">Computer Requirements</a></p>	
3	<p><b>Compliance Training</b></p>	<p>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.</p>
4	<p><b>Random Drug Screening</b></p>	<p>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.</p>
5	<p><b>Tuition and Fees</b></p> <p><a href="https://www.lsuhs.edu/tuition/">https://www.lsuhs.edu/tuition/</a></p> <p><a href="#">Self Service</a></p>	<p>Once registration is completed, the student tuition and fee bill will be available for payment. <b>Payment is due immediately.</b> 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></p> <p>Tuition and fee bills may be viewed in the Student Self-Service Portal in PeopleSoft.</p>
6	<p><b>Student Financial Aid</b></p> <p><a href="https://www.lsuhs.edu/financialaid/">https://www.lsuhs.edu/financialaid/</a></p>	<p>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.</p>
7	<p><b>Student Housing</b></p> <p><a href="#">Housing</a></p> <p><a href="https://www.liveattheresidenceslsu.com/">https://www.liveattheresidenceslsu.com/</a></p>	<p>Students of the LSU Health Sciences Center in New Orleans are eligible to reside in LSUHSC housing facilities.</p> <p>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:  <a href="https://www.liveattheresidenceslsu.com/">https://www.liveattheresidenceslsu.com/</a>.</p>

**Additional School of Nursing Program Fees**

[Tuition and Fees](#)

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Assessment Technologies Institute (ATI)

ATI testing is one assessment used by the School of Nursing. ATI is used to prepare the student for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) after graduation. ATI provides the undergraduate students with a comprehensive assessment of the nursing courses and concepts as the student progresses through the curriculum. **The ATI fee is a charge of ~ \$744.00 divided into three (3) payments.** Deadline for ATI payments will be sent by the Course Faculty.

Purple Supply Bag

All students are required to purchase the purple supply bag from the LSUHSC Bookstore. The purple bag includes hospital lab supplies from Soph I to SR II semesters. An email will be sent with further instructions on picking up the bag from the Bookstore. **The approximate cost is \$380.00. The fee will appear on the tuition and fee bill.**