Fact Sheet for Special Students – Spring 2016
www.nursing.vanderbilt.edu

Waiver of Student Health Insurance

If you have health insurance coverage, complete an online petition to waive insurance. Click here to access the online health insurance waiver.

If you are taking 4 or more hours, you will be charged automatically for health insurance for the entire year unless you have completed this waiver and provide verification of other health insurance coverage. Please make sure you receive a confirmation of your waiver. Visit www.vanderbilt.edu/stuaccts/graduate/health-insurance.php.

If you withdraw or leave the University at any time for any reason, you will still be responsible for payment of the premium for the coverage unless you have completed the waiver form.

Billing

Billing for tuition is administered by the Vanderbilt University Office of Student Accounts, located at Suite 100 of the Baker Building, 21st Avenue South. Their phone number is (615) 322-6693 or toll free (800) 288-1144. If you are a VUMC employee, contact VU Human Resources at 615-322-3246 for details regarding tuition assistance.

Tuition and Fees

Tuition is $1,219 per credit hour. Transcript fee is $30 (billed one time the first semester that you enroll; gives you a lifetime of official Vanderbilt transcripts). Technology fee $225 per semester (for Vanderbilt University technology services).

Student Activity and Recreation Fees

Special students are not charged an activity fee or recreation center fee if they are registered for less than four (4) credit hours. However, special students taking 4 or more hours will be charged an activity and a recreation center fee ($211 each fall and spring semesters) and ($74 for summer semester). If you wish to request a waiver of these fees, go to the waiver form at http://www.vanderbilt.edu/recadmin/waiver/ or contact the Student Fee Waiver Committee at (615) 322-3963 between 9 am and 4 pm Monday-Friday. Summer activity and recreation fees cannot be waived.

Technology Requirements & Support

VUnetID
All students must obtain a VUnet ID and e-password. You will receive an e-mail with instructions.
Your VUnetID identifies you as a member of the Vanderbilt community, allowing you to access services on the Vanderbilt University computer network (VUnet). The following essential services require a VUnetID and associated password:

1. **Vmail**, the university’s email system

2. **OAK (Blackboard)** – OAK (Online Access to Knowledge) is a Web-based course management system used at Vanderbilt University that is powered by the Blackboard Learning System. It allows students to access course-related materials, such as course syllabi, assignments, handouts, and slide presentations, over the Internet. OAK can be accessed at [http://www.vanderbilt.edu/oak](http://www.vanderbilt.edu/oak) or the OAK “Quick Link” on the left side of all VUSN Web pages.

3. **YES (Your Enrollment Services)**, the primary method used by students to register for courses. This site also allows students to access personal academic record information online. Students check final course grades here. **Grade reports are not sent via U.S. mail.**

You will have the same VUnetID for as long as you remain a student at Vanderbilt. If you make a printed copy of your authorized VUnetID and include your password on the same sheet of paper, be sure to store this document in a safe location.

**Technology Overview**

The technology overview Web page at [http://www.nursing.vanderbilt.edu/tools/techinfo.html](http://www.nursing.vanderbilt.edu/tools/techinfo.html) has an overview about our computing environment and what you need to know to better prepare for your experience at Vanderbilt. Please visit this Web page as soon as possible. For additional information, please contact John Norfleet at john.norfleet@vanderbilt.edu.

**Tech Tools**

The “Tech Tools” Web page at [http://www.nursing.vanderbilt.edu/tools](http://www.nursing.vanderbilt.edu/tools) has links to information about configuring your computer and setting up necessary accounts. It also has links to a number of important resources, such as special pricing on select Microsoft software and information on keeping your computer secure.

**Frist Nursing Informatics (FNIC) / Student Computer Labs**

[http://www.nursing.vanderbilt.edu/imc/imc.html](http://www.nursing.vanderbilt.edu/imc/imc.html)

The Frist Nursing Informatics Center (FNIC) is located on the second floor of Frist Hall. Its staff and faculty support audiovisual, computing, and communications needs of students, staff and faculty at VUSN. The center operates a suite of three computing labs in Frist Hall and supports student computing activity within the nursing complex, including wireless in hallways and wireless and wired networking in classrooms, labs and the student lounge.

**Computer Lab**

**Hours:**
- Monday – Thursday: 7:00 a.m. – 8:00 p.m.
- Friday: 7:00 a.m. – 6:00 p.m.
- Saturday – Sunday: 1:00 p.m. – 5:00 p.m.

Due to holidays and occasional classes, exceptions to the above schedule may occur. Notice of such changes will be posted in the lab and available online at [http://www.nursing.vanderbilt.edu/fnic/yu/computerlabschedule.pdf](http://www.nursing.vanderbilt.edu/fnic/yu/computerlabschedule.pdf).
Student ID

To obtain a student ID, contact Sarah Ramsey at sarah.ramsey@vanderbilt.edu, to obtain authorization to have your ID picture made. The Medical Center ID Card Office is located in Medical Center North. Their phone number is (615) 936-3350. If you already have a VUMC ID, you do not need to get a second one. You must have been registered for at least 2 days before you can obtain an ID.

Library Access

The Eskind Biomedical Library (EBL) is located between Medical Center North and Light Hall on the Medical Center Plaza. Their phone number is 936-1401. You may obtain access to the library with your ID badge. To access the EBL Nursing Digital Library from home, go to http://www.mc.vanderbilt.edu/vumcdiglib/index.html. A box will pop up asking for your VUnetID.

Preparation of Papers Using APA Format

APA format is required of student papers in the School of Nursing. Correctly format your papers, citations, and references in APA format according to the Publication Manual of the American Psychological Association, 6th edition.

Parking

Contact the Traffic and Parking Office at 936-1215 for decal fees and other information regarding parking. This office is located in Medical Center East across from the main hospital.

Textbooks

Textbooks for School of Nursing courses may be obtained at the Barnes & Noble Bookstore via phone 615-343-1523, on the bookstore’s website www.vanderbiltbookstore.com or ordered through YES.

Location of Classes

Most nursing classes are held in Frist Hall (FH), Godchaux Hall (GX) or the Nursing Annex (NA). Some break-out rooms for larger classes or block classes may be located in the Medical School or other buildings on campus. If the location of your course is not listed on your schedule, please check for class locations at the VUSN website under Resources for Current Students, Academic Support Services, Class and Room Schedule in mid-August.