Guide for New MSN and Post-Master’s Students Admitted for Fall 2017

The following checklist is a guide to help make your transition to Vanderbilt a smooth one. The months recommended are guides to help insure that you do not miss deadlines. You should feel free to complete these tasks earlier unless otherwise indicated.

MARCH - MAY

☐ Financial Aid – if you have NOT received a financial aid packet by e-mail from the VUSN Student Financial Services Office, please contact Kristie Smith at (615)322-8986, Kristie.l.smith@vanderbilt.edu. We encourage you to apply for financial aid on a timely basis.

☐ File the FAFSA (available online at www.fafsa.ed.gov) School Code: 003535
   *If you have any questions regarding financial aid, please call Kristie Smith at the VUSN Student Financial Services Office at (615) 322-8986 or (800)211-2186, Kristie.l.smith@vanderbilt.edu.

☐ Receive financial aid award letter (if applicable) from the VUSN Student Financial Services Office before the end of April. Once you receive the financial aid award letter, please follow all instructions for completing loan promissory notes online.

☐ If you are relocating to Nashville, identify off-campus housing options in Nashville. At this time, Vanderbilt does NOT offer on-campus housing for graduate students. Contact Cheryl Feldner in the Admissions Office at (615) 322-3800, Cheryl.feldner@vanderbilt.edu if you need assistance.

☐ If you are attending VUSN in a distance-learning format, identify travel options including hotels and flights, if applicable.

☐ Order New Student Requirements. Go to www.CastleBranch.com Click: ‘Place Order’ and enter package code: VA14im. Placing this order creates your ‘myCB’ account. You will be required to scan, fax or mail documentation as directed on the website. If your student classification is ASN to MSN, BSN, Post Masters or DNP level, use F17-S18. If your classification is Pre-Specialty Level, use Pre-Specialty F17.

☐ Schedule an appointment with your healthcare provider to complete physical and any needed immunizations and/or titers listed on the health questionnaire. Students from all specialties must complete all requirements. Requirements must be 100% complete by July 15, 2017.

☐ Set up your VUNet ID and password. Approximately 14 days after your matriculation fee has been received, Instructions will be sent to you via email from the University Registrar’s Office. Contact Ryan McNew with further questions at ryan.mcnew@vanderbilt.edu

☐ Schedule an American Heart Association (AHA) BLS for Healthcare Providers class before July 1, 2017 (This course cannot be completed online). VUSN accepts only the AHA BLS for Healthcare Providers CPR card. Pediatric Nurse Practitioners in their specialty year will also need an AHA PALS card. Neonatal Nurse Practitioner students also need PALS and NRP. Other specialties may require additional CPR Certifications at specific stages of enrollment

JUNE

☐ All entering students must complete the VUSN background check before July 15, 2017 at: www.castlebranch.com/ (Do not complete background check prior to June 1) Enrollment is contingent upon satisfactory evaluation of the results of the background check.

Enter package code VA14bc Classifications: ASN to MSN, BSN, Post Masters or DNP level, use ‘F17-S18’. Pre-Specialty Level, use ’Pre-Specialty F17’.

☐ Waive Vanderbilt Student Health Insurance if you are covered by another policy (including Vanderbilt employees covered by Vanderbilt Health Insurance) www.gallagherstudent.com.

Please print a copy of your insurance waiver confirmation.

JULY

☐ Drug Screen (Pre-Specialty Students ONLY) Complete between Jul. 11 – Aug. 5, 2017 Go to: www.CastleBranch.com Pre-Specialty Students Click: ‘Place Order’ & enter ‘Package Code’: va14dt (Allow 10 business days for results once sample is submitted)

☐ New student requirements MUST be 100% complete before July 15, 2017
   *Exceptions: Seasonal Flu shot

☐ First week of July – VUSN Registrar will send via Slate Fall registration and instructions to log into YES (http://yes.vanderbilt.edu) and view your course schedule. Contact Sara Donahoe with further questions at Sara.a.donahoe@vanderbilt.edu.
If you are relocating to Nashville, secure housing in Nashville. The Vanderbilt University Housing office has a website to assist students in finding off campus housing; [https://apphost2.its.vanderbilt.edu/studentbiz.OCReferral](https://apphost2.its.vanderbilt.edu/studentbiz.OCReferral) (site temporarily down as of 2/9/2017)

If you are attending VUSN in a distance-learning format, be sure you have your travel plans for the year.

If you have completed prerequisite courses or a degree since your initial application, you must have an official academic transcript sent to the Center for Data Management as soon as you have final grades and/or conferral of your degree. Please have your transcript sent to the Center for Data Management by August 11, 2017

Center for Data Management
Vanderbilt University
PMB 407833
2301 Vanderbilt Place
Nashville, TN  36240-7833

If your school uses an electronic transcript service such as Parchment, Naviance, Docufide or Script Safe, have your University Registrar send the transcript To cdm@vanderbilt.edu

Individual listings in the student section of the Vanderbilt People Finder (electronic version) will consist of student’s full name, school, academic classification, local phone number, local address, box number, and permanent address. Student listing are available to all members of the Vanderbilt community via log-on with VUnet ID and password.

Students may choose to make their People Finder listings available to the general public (i.e. viewable to anyone with access to the internet) and to add additional contact information such as cell phone, pager, fax numbers. Students may also choose to block individual directory items. More information is available by logging in at [https://phonedirectory.vanderbilt.edu](https://phonedirectory.vanderbilt.edu) and clicking on People Finder HELP.

New students should read the Vanderbilt Student Privacy Statement (FERPA Annual Notice) at [https://registrar.vanderbilt.edu/ferpa/vanderbilt-student-privacy-statement/](https://registrar.vanderbilt.edu/ferpa/vanderbilt-student-privacy-statement/)

**AUGUST**

If you plan to **WAIVE** Vanderbilt’s Student Health Insurance, this must be done by **August 1, 2017**. Please keep a copy of the confirmation of your waiver.

Attendance at New Student Orientation is **MANDATORY** for all new students

### Schedule of Events

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday - Friday, August 16-18</td>
<td>Orientation for <strong>MSN Pre-Specialty Level students</strong></td>
<td>For students with a bachelors or higher degree in a field other than nursing</td>
</tr>
<tr>
<td>Monday, August 21</td>
<td>First day of class for <strong>MSN Pre-Specialty Level students</strong></td>
<td></td>
</tr>
<tr>
<td>Wednesday-Thursday, August 16-17</td>
<td>Orientation for <strong>ASN – MSN students</strong></td>
<td>For students who have an ASN, ADN, or hospital diploma in nursing</td>
</tr>
<tr>
<td>Friday-Saturday, August 18-19</td>
<td>First classes for <strong>ASN – MSN students</strong></td>
<td></td>
</tr>
<tr>
<td>Monday-Tuesday, August 21-22</td>
<td>Orientation for <strong>MSN Specialty Level students</strong></td>
<td>For students who have a <strong>BSN or MSN</strong></td>
</tr>
<tr>
<td>Wednesday, Thursday, OR Friday, August 23- 25</td>
<td>First day of class for <strong>MSN Specialty Level and Post Master’s distance students</strong></td>
<td>Date will depend on your specialty and your status as a full or part time student. Detailed block schedules for each specialty will be posted on the website in March 2015</td>
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Draft of orientation schedules will be posted on the VUSN Admitted Students website in early August.
Additional Information

**REGISTRATION**

- Registration for ALL new students is done by the School of Nursing Registrar. Confirmation of registration will be mailed to you in July. Specific class schedules will be available at orientation.

**PARKING**

- All VUSN students will be eligible to receive an on-campus student parking pass. New Students will receive an email from Vanderbilt Traffic and Parking Office with instructions on how to register for a student parking pass. Distance students do not need to register for on-campus parking.

**PROFESSIONAL LIABILITY INSURANCE**

- Students will be automatically covered with professional liability insurance at the time of registration and payment of premium will automatically be charged as a fee on your student account. The policy covers students only in their practice as a nursing student and does not extend to coverage of nursing practice outside of the student role. ALL students are required to purchase this coverage regardless of any professional liability insurance they might have.

**HEALTH INSURANCE**

- All Students will automatically be billed for Student Health Insurance (coverage is for an entire academic year) unless the student processes a waiver. All Vanderbilt employees MUST waive student health insurance if they are covered by any other health insurance (including Vanderbilt Health insurance). If you already have hospitalization insurance and wish to waive this fee, you must waive this coverage on-line at the Gallagher Insurance website at: www.gallagherstudent.com. You will be able to waive coverage after June 15. The deadline to waive coverage is August 1, 2017. Information regarding the policy coverage is posted on the Gallagher website. Health insurance is required of all Vanderbilt students. Personal health insurance is to cover any emergency including illness or injury that might occur. If your health insurance waiver is denied for any reason, please contact Assistant Dean, Sarah Ramsey, Sarah.ramsey@vanderbilt.edu.

**LICENSURE**

- Students who are Registered Nurses will be asked to present verification of a valid RN license in the state where they reside and plan to complete clinical rotations. Visit the Student Requirements page on the Admitted Students Page (available March 1) on information on where to submit a copy of your license. Please contact your Program Director if you have a question about licensure.

**EMAILS AND WEBSITE INFORMATION**

- Important Internet E-mail addresses you may need for information regarding: Your application or admission – VUSN-admissions@vanderbilt.edu
  - New Student Orientation – Sarah.ramsey@vanderbilt.edu
  - Required immunizations, documentation and background check – visit the Clinical Placement website at: http://www.nursing.vanderbilt.edu/clinicalplacement/newstudents_msn.html; Lisa.boyer@vanderbilt.edu.
  - Fall schedule/transfer of credit – Sara.a.donahoe@vanderbilt.edu
  - Financial Aid – Kristie.l.smith@vanderbilt.edu
  - Information technology/computers – Ryan.mcnew@vanderbilt.edu

**Program Directors:**

- Adult Gerontology Acute Care Nurse Practitioner – Brian.widmar@vanderbilt.edu
- Adult Gerontology Acute Care Nurse Practitioner Intensivist – Brian.widmar@vanderbilt.edu
- Adult Gerontology Acute Care Nurse Practitioner Hospitalist – Brian.widmar@vanderbilt.edu
- Adult Gerontology Primary Care Nurse Practitioner – Leslie.hopkins@vanderbilt.edu
- Emergency Nurse Practitioner (FNP/ACNP) – Jennifer.wilbeck@vanderbilt.edu
- Family Nurse Practitioner – Courtney.pitts@vanderbilt.edu
- Neonatal Nurse Practitioner – Karen.dapolito@vanderbilt.edu
- Nurse-Midwifery – michelle.r.collins@vanderbilt.edu
- Pediatric Nurse Practitioner: Primary Care – Brittany.nelson@vanderbilt.edu
- Pediatric Nurse Practitioner: Acute Care – Sheree.allen@vanderbilt.edu
- Psychiatric Health Nurse Practitioner (Family) – Dawn.m.vanderhoef@vanderbilt.edu
- Women's Health Nurse Practitioner – Ginny.moore@vanderbilt.edu