Guide for New MSN and Post-Master’s Students
Admitted for Fall 2019

The following 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.

First Steps
- **Claim your VUNet ID and password** – Instructions on how to claim your VUNet and password will be sent to your personal email address from the University Registrar’s Office. The sender’s address will be NoReply@vanderbilt.edu. This email should be received within 3 - 5 business days from the time your pay your deposit.

- **Vanderbilt Email** – Once you have claimed your VUNet ID and password, all official correspondence from VUSN will be sent to your Vanderbilt email address. It is important that you monitor your VUSN email. You can access your Vanderbilt email at: https://email.vanderbilt.edu

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

- **FASFA** – 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 Aid Services Office at (615) 322-8986 or (800) 211-2186.

- **Financial Aid Award Letter** – You will receive this letter from the VUSN Student Financial Services Office before the end of April. Once you receive the financial aid award letter, please follow all the instructions for completing the loan promissory notes online.

New Student Requirements
ALL STUDENT REQUIREMENTS MUST BE COMPLETED BY JULY 1, 2019

- **VUSN Criminal Background Check & Immunization Requirements** *(VUnetID & VU email required)* – Follow detailed instructions (and links) on the ‘Checklist’ for your entry type; to be posted on the newly Admitted Students-2019 webpage, March 15, 2019. Place order using VU email and be sure to review instructions under each requirement in the Castle Branch *(myCB)* To-Do-List *(generated upon order of background check)*. Note- the VUSN Health Questionnaire will require a medical provider’s signature. All requirements must be 100% complete by July 1, 2019 *(Exception: seasonal flu)*. Students from all specialties must complete all requirements, to register for classes.

- **Certification & Training Requirements in the Castle Branch (myCB) To-Do-List**: *(generated upon order of background check)*
  - **Licensure** Students who are Registered Nurses must upload documentation of an unencumbered RN license from state of residence and state/s of clinical practice. Documentation saved from the Board of Nursing’s license verification webpage is also accepted. Please contact your Program Director if you have a question about licensure.

  - **American Heart Association (AHA) Basic Life Support (BLS) CPR Card** is required by all entry levels and specialties. Complete a class before July 1, 2019. *Note - in-person check-off is required to complete course. Only the AHA’s BLS CPR is accepted by VUSN. Courses that “follow AHA guidelines” are not accepted.*
Additional Specialty Year Requirements: Acute Care Pediatric Nurse Practitioners must provide an AHA PALS card. Neonatal Nurse Practitioner students must provide a NRP card. Emergency Nurse Practitioner students must provide an AHA PALS & AHA ACLS. Adult-Gerontology Acute Care Nurse Practitioner students must provide an AHA ACLS. Other specialties may require additional CPR Certifications at specific stages of enrollment.

-OSHA/HIPAA Training (VUnetID & VU email required): Review instructions in your Castle Branch (myCB) To-Do-List. Instructions will also be sent to your VU email address.

-Plagiarism Tutorial: Read letter from Senior Associate Dean of Academics and complete the latest version tutorial: https://www.indiana.edu/~academy/firstPrinciples/index.html -Print & sign before uploading to the (myCB) To-Do-List.

Drug Screen (Pre-Specialty students only) – Instructions for ordering a drug screen are listed on the MSN Pre-Specialty Level Requirements 2019 Checklist; to be posted on the newly Admitted Students-2019 webpage, March 15, 2019.

State-Mandated Immunization Requirements (MMR & varicella): Follow detailed instructions (and links) on the newly Admitted Students-2019 webpage for your entry type, posted on March 15, 2019. Instructions also available on the Student Health Center’s Immunization Requirements webpage. Students from all specialties must also submit documentation of state-mandated immunizations (MMR & varicella) through the vanderbilt.studenthealthportal.com to register for classes.

NEW STUDENT REQUIREMENTS MUST BE 100% COMPLETE BEFORE JULY 1, 2019

*Exception: Seasonal Flu

Housing and Travel

- Off-Campus Housing – If you are relocating to Nashville, make arrangements for housing. At this time, Vanderbilt does NOT offer on-campus housing for graduate students. Contact Cheryl Feldner in the Admissions Office at (615) 322-3800 or cheryl.feldner@vanderbilt.edu if you need assistance.

The Vanderbilt University Housing Office has a website to assist students in finding off-campus housing. Please visit https://offcampushousing.vanderbilt.edu for more information.

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

Registration

- Registration Instructions – You will not be able to register until your new student requirements are 100% complete. Registration instructions will be posted on this website May 15, 2019. Students will be able to register on or after July 1, 2019. Contact Sara Donahoe, Director of Nursing Student Records, with further questions at vusn-studentrecords@vanderbilt.edu.

- University Directory – People Finder

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 and clicking on People Finder HELP.
- **Student Privacy Statement** – New students should read the Vanderbilt Student Privacy Statement (FERPA Annual Notice) at [https://registrar.vanderbilt.edu/ferpa/vanderbilt-student-privacy-statement.php](https://registrar.vanderbilt.edu/ferpa/vanderbilt-student-privacy-statement.php)

### Required Transcripts

- **Prerequisite Courses** – If you are completing prerequisite courses, you must have an official academic transcript sent to the Admissions Office as soon as you have final grades. Please submit this information to Vanderbilt by July 31, 2019.
- **Degree Completion** – If you have completed a degree since your initial application, please have an updated official transcript showing the degree conferred mailed to the VUSN Admissions Office by July 31, 2019.

- **Mailing Address** - Transcripts should be sent to the Center for Data Management. They will accept paper or electronic transcripts

  Center for Data Management  
  Vanderbilt University  
  PMB 407833  
  2301 Vanderbilt Place  
  Nashville, TN 37240-7833

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

### Mandatory New Student Orientation

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<tr>
<th>EVENT</th>
<th>DETAILS</th>
<th>DATE</th>
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<tbody>
<tr>
<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>
<td>Wednesday – Thursday, August 14 - 15</td>
</tr>
<tr>
<td>First day of class for <strong>MSN Pre Specialty Level student</strong></td>
<td></td>
<td>Friday, August 16</td>
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Draft of orientation schedules will be posted on the VUSN Admitted Student webpage in early August.

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<td>Orientation for <strong>ASN - MSN Level students</strong></td>
<td>For students who have an ASN, AND, or hospital diploma in nursing</td>
<td>Wednesday – Thursday, August 14 – 15</td>
</tr>
<tr>
<td>First class for <strong>ASN - MSN Level students</strong></td>
<td></td>
<td>Friday – Saturday, August 16 – 17</td>
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<tr>
<td>Orientation for <strong>MSN Specialty Level students</strong></td>
<td>For students who have a BSN or MSN</td>
<td>Monday – Tuesday, August 19 – 20</td>
</tr>
<tr>
<td>First class for <strong>MSN Specialty Level and Post-Master’s 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 will be posted on the website in March 2019</td>
<td>Wednesday or Thursday, August 21 – 22</td>
</tr>
</tbody>
</table>

Draft of orientation schedules will be posted on the VUSN Admitted Student webpage in early August.

### Additional Information

- **Parking** – All VUSN students will be eligible to receive an on-campus 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. This message will be sent at the end of July.
- **Professional Liability Insurance** – Students will be automatically covered with professional liability insurance at the time of registration. This is paid for by your tuition. 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 have this coverage regardless of any professional liability insurance they might have.

- **Student Health Insurance** – All students will automatically be billed for Student Health Insurance (coverage is for an entire academic year). If you have hospitalization insurance that is comparable to Vanderbilt’s policy and wish to waive this Health Insurance fee, you must complete the online waiver form on the Gallagher Insurance website [www.gallagherstudent.com](http://www.gallagherstudent.com). Vanderbilt employees who are covered by Vanderbilt Health Insurance will need to process a waiver. You will be able to waive coverage after June 15. The deadline to waive coverage is August 1, 2019. Please print a copy of your insurance waiver confirmation. 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 at sarah.ramsey@vanderbilt.edu to request an exemption.

**Email and Website Information**
- 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](http://www.nursing.vanderbilt.edu/clinicalplacement/newstudents_msn.html) or contact Lisa Boyer at 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 Primary Care Nurse Practitioner – leslie.hopkins@vanderbilt.edu
- Emergency Nurse Practitioner – jennifer.wilbeck@vanderbilt.edu
- Family Nurse Practitioner – courtney.pitts@vanderbilt.edu
- Neonatal Nurse Practitioner – karen.dapolito@vanderbilt.edu
- Nurse-Midwifery – julia.phillippi@vanderbilt.edu
- Nursing Informatics – patricia.r.sengstack@vanderbilt.edu
- Nursing and Health Care Leadership – richard.watters@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