Guide for New MSN and Post-Master’s Students Admitted for Fall 2018

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. This email should be received 10-14 days from the time you 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. You can access your Vanderbilt email at [https://email.vanderbilt.edu](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 at (615)322-8986, Kristie.l.smith@vanderbilt.edu. We encourage you to apply for financial aid on a timely basis.

- **FAFSA** (available online at [www.fafsa.ed.gov](http://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

- **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 instructions for completing loan promissory notes online.

**NEW STUDENT REQUIREMENTS**

- **ALL STUDENT REQUIREMENTS MUST BE COMPETED BY JULY 1, 2018**

- **VUSN Criminal Background Check & Immunization Requirements** - Detailed instructions will be posted on this webpage March 22, 2018. **Students from all specialties must complete all requirements to register for classes. Requirements must be 100% complete by July 1, 2018.**

- **Vanderbilt Student Health (State Immunization) Requirements**: instructions will be posted on the [Student Health Center](#) webpage, March 22, 2018. **Students from all specialties must also complete Student Health’s (State Immunization) requirements to register for classes.**

- **Licensure** - Students who are Registered Nurses will be asked to present verification of an unencumbered RN license or Board of Nursing verification printout from state of residence and state/s of clinical practice. Visit the Admitted Students webpage on/after March 22, 2018, for information on where to submit a copy of your license. Please contact your Program Director if you have a question about licensure.

- **American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers CPR Card** is required by all entry levels and specialties. Complete a class before July 1, 2018 (in-person check-off is required to complete course). VUSN accepts only the
AHA BLS for Healthcare Providers CPR card. **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.

**Drug Screen** Detailed instructions will be posted on this webpage March 22, 2018 (PreSpecialty students only)

**OSHA/HIPAA Training (VUnetID required):** Detailed instructions will be posted on this webpage, March 15, 2018.

**Plagiarism Tutorial:** [https://www.indiana.edu/~academy/firstPrinciples/index.html](https://www.indiana.edu/~academy/firstPrinciples/index.html).

**NEW STUDENT REQUIREMENTS MUST BE 100% COMPLETE BEFORE JULY 1, 2018** *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, Cheryl.feldner@vanderbilt.edu if you need assistance.

The Vanderbilt University Housing office has a website to assist students in finding off campus housing; [https://offcampushousing.vanderbilt.edu](https://offcampushousing.vanderbilt.edu)

**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 July 1, 2018. Contact Sara Donahoe, Director of Nursing Student Records, with further questions at Sara.a.donahoe@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](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/](https://registrar.vanderbilt.edu/ferpa/vanderbilt-student-privacy-statement/).

### 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 **August 10, 2018**.
**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 **August 10, 2018**.

**Mailing Address**
461 21st Ave S
211 Godchaux Hall
Nashville, TN 37240

### MANDATORY NEW STUDENT ORIENTATION

#### ASN – MSN LEVEL

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DETAILS</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Orientation for <strong>ASN – MSN</strong> students</td>
<td>For students who have an <strong>ASN, ADN, or hospital diploma in nursing</strong></td>
<td>Wednesday-Thursday, August 15-16</td>
</tr>
<tr>
<td>First classes for <strong>ASN – MSN</strong> students</td>
<td></td>
<td><strong>Friday-Saturday, August 17-18</strong></td>
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Draft of orientation schedules will be posted on the [VUSN Admitted Students webpage](#) in early August.

#### PRESPECIALTY LEVEL

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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 15-16</td>
</tr>
<tr>
<td>First day of class for <strong>MSN Pre-Specialty Level students</strong></td>
<td></td>
<td><strong>Friday, August 17</strong></td>
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Draft of orientation schedules will be posted on the [VUSN Admitted Students webpage](#) in early August.

#### MSN SPECIALTIES

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Orientation for <strong>MSN Specialty Level students</strong></td>
<td>For students who have a <strong>BSN or MSN</strong></td>
<td><strong>Tuesday - Wednesday, August 21-22</strong></td>
</tr>
<tr>
<td>First day of 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 specialty are posted on the website.</td>
<td><strong>Thursday, OR Friday, August 23- 24</strong></td>
</tr>
</tbody>
</table>

Draft of orientation schedules will be posted on the [VUSN Admitted Students webpage](#) in early August.
ADDITIONAL INFORMATION

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. 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

Student Health Insurance - Waive Vanderbilt Student Health Insurance if you are covered by another policy (including Vanderbilt employees covered by Vanderbilt Health Insurance) [www.gallagherstudent.com](http://www.gallagherstudent.com). Please print a copy of your insurance waiver confirmation. 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](http://www.gallagherstudent.com). You will be able to waive coverage after June 15. The deadline to waive coverage is August 1, 2018. 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](mailto:Sarah.ramsey@vanderbilt.edu) to request an exemption.

EMAIL AND WEBSITE INFORMATION

Your application or admission – [VUSN-admissions@vanderbilt.edu](mailto:VUSN-admissions@vanderbilt.edu)
New Student Orientation – [Sarah.ramsey@vanderbilt.edu](mailto: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); [Lisa.boyer@vanderbilt.edu](mailto:Lisa.boyer@vanderbilt.edu).
Fall schedule/transfer of credit – [Sara.a.donahoe@vanderbilt.edu](mailto:Sara.a.donahoe@vanderbilt.edu)
Financial Aid – [Kristie.l.smith@vanderbilt.edu](mailto:Kristie.l.smith@vanderbilt.edu)
Information technology/computers – [Ryan.mcnew@vanderbilt.edu](mailto:Ryan.mcnew@vanderbilt.edu)

PROGRAM DIRECTORS

Adult Gerontology Acute Care Nurse Practitioner – [Brian.widmar@vanderbilt.edu](mailto:Brian.widmar@vanderbilt.edu)
Adult Gerontology Acute Care Nurse Practitioner Intensivist – [Brian.widmar@vanderbilt.edu](mailto:Brian.widmar@vanderbilt.edu)
Adult Gerontology Acute Care Nurse Practitioner Hospitalist – [Brian.widmar@vanderbilt.edu](mailto:Brian.widmar@vanderbilt.edu)
Adult Gerontology Primary Care Nurse Practitioner – [Leslie.hopkins@vanderbilt.edu](mailto:Leslie.hopkins@vanderbilt.edu)
Emergency Nurse Practitioner (FNP/ACNP) – [Jennifer.wilbeck@vanderbilt.edu](mailto:Jennifer.wilbeck@vanderbilt.edu)
Family Nurse Practitioner – [Courtney.pitts@vanderbilt.edu](mailto:Courtney.pitts@vanderbilt.edu).
Neonatal Nurse Practitioner – Karen.dapolito@vanderbilt.edu
Nurse-Midwifery – Michelle.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