
SPECIAL STUDENT STATUS

At Vanderbilt University School of Nursing special students are those enrolled in one or more non-clinical pre-specialty or specialty courses but not admitted to the master's degree program. A limit of 7 credit hours is permitted in this status. Successful completion of courses taken as a special student does not guarantee admission to the Master of Science in Nursing (MSN) program.

To be considered as a special student, an applicant must submit a completed application form with transcripts and the non-refundable application fee at least two weeks before the beginning of classes. Acceptance into a course is dependent upon availability of space and facilities after full-time and part-time students have been registered.

Registration as a special student requires approval by the Associate Dean. All University and School of Nursing regulations, including the Honor System, apply to special students. Special students who desire to change to regular student status must make application for admission to a specialty following regular procedures. Special student status is not meant to imply or guarantee admission to the School of Nursing.

INSTRUCTIONS

- * Fill out and mail this form to Vanderbilt University School of Nursing; Admissions Office; 207 Godchaux Hall; Nashville, Tennessee 37240.
 - * Call the Admissions Office at (615) 322-3800 or 1-888-333-9192 if you have questions.
 - * Enclose application fee (\$50) made payable to Vanderbilt University.
 - * Fill out and enclose the Registration Data Form.
 - * Send all official transcripts to Vanderbilt University School of Nursing; Admissions Office; 207 Godchaux Hall; Nashville, Tennessee 37240.
 - * Request the course(s) you wish to take on the application. The Registrar, Paddy Peerman, will place you in your course(s) and send you a schedule. You may call the Registrar at (615) 343-0937 or (615) 322-3802 if you have any questions regarding registration.
 - * See enclosed fact sheet for information regarding computers, health insurance, student identification and parking.
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ABOUT COSTS

- * Courses at Vanderbilt University School of Nursing are \$985 per credit hour. Multiply \$985. by the number of hours to compute the tuition charge.
 - * All special students must pay a one time transcript fee of \$30 and each semester a technology fee of \$100. In addition all students must pay a health insurance fee if unable to present evidence of personal insurance to the Office of Student Accounts. If you have your own health insurance please go online at <http://www.kosterweb.com> to waive the \$1,958 health insurance fee.
 - * Special students taking more than four semester hours or more will be charged an activity fee (\$67.) and recreation (\$111) fee. **No waivers are granted for these fees.**
 - * Special students are not eligible for financial aid.
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Name: _____ SS#: _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail address: _____

Date of Birth: ____/____/____ Sex: Male Female

Place of Birth (City/State): _____

Ethnic Origin: American Indian Asian African-American
(optional) Caucasian Hispanic Other _____
Please indicate

Course(s) I would like to take: (Specify sections if applicable):

I have already earned: ADN Diploma BSN
 BA/BS in another field At least 78 semester hours

How did you hear about Vanderbilt's program? _____

Colleges I have attended:

Institution	Location	Date of Residence	Degree & Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have enclosed my check for \$50.00. I understand that this check is my required processing fee and is non-refundable.

Have you previously applied to Vanderbilt University School of Nursing for admission?

yes no If yes, when? _____

I certify that the information given herein is true to the best of my knowledge and hereby agree to be bound by all policies, procedures and regulations of Vanderbilt University, both those presently existing and those subsequently amended or adapted.

Date

Applicant Signature

If you intend to seek formal admission to Vanderbilt University School of Nursing, you should contact the Admissions Office at (615) 322-3800 or 1 888 333 9192 about which course(s) is best to take as a special student.

“The provisions in this brochure do not constitute a contract, expressed or implied, between the applicant, student or faculty member and Vanderbilt University School of Nursing. The School of Nursing reserves the right to withdraw courses at any time, change fees, calendar, curriculum, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.”

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities: its admission policies; scholarship and loan programs; athletic or other university-administered programs; or employment. In addition, the University does not discriminate on the basis of sexual orientation consistent with university nondiscrimination policy. Inquiries or complaints should be directed to the Opportunity Development Office, Baker Building, P.O. Box 1809, Station B, Nashville, TN 37235. Telephone (615) 322-4705 (V/TDD); FAX (615) 343-4969.

Security Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act, Vanderbilt University will provide you, upon request, an annual Security Report on University-wide security and safety, including related policies, procedures, and crime statistics. A copy of this report may be obtained by writing or calling the Vanderbilt University Police and Security Office, 2800 Vanderbilt Place, Nashville, Tennessee 37212 or by telephone at (615) 343-9750. You may also obtain this report on our website at: <http://police.vanderbilt.edu/secatvu.htm>

**Special Student
Registration Data Form**

Student Name: _____

Year: _____

Student ID (SSN) No: _____

Semester: _____

School: NUR

Please complete each item below, (please write legibly):

Return completed form to the Nursing School Registrar's Office, Godchaux Hall, Nashville, TN 37240.

Mailing address:

Street Address

Phone: _____

City ST ZIP

Current residence (to be provided by student):

Street Address

Phone: _____

City ST ZIP

Name and address to which bills will be mailed (if different from above):

Street Address

Phone: _____

City ST ZIP

Work address and phone (to be provided by student):

Street Address

Phone: _____

City ST ZIP

In case of emergency contact (to be provided by student):

Name: _____

Address: _____

Phone: _____

Relationship: _____

ACADEMIC INFORMATION

Degree: n/a special student

Adviser: Peerman

Major: nursing

Signature

Date

Note: It is the student's responsibility to notify the University of address changes in writing as soon as possible. Mail sent to the address on file will be considered to have been delivered.

Vanderbilt University School of Nursing Fact Sheet for Special Students – Fall 2006

<http://www.mc.vanderbilt.edu/nursing/>

Waiver of Student Health Insurance

If you have health insurance coverage, **complete an online petition to waive insurance** found at <http://www.kosterweb.com>. You are not required to have the immunizations required of the other nursing students. However, 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. You will need to provide verification of other health insurance coverage. Students enrolled for 4 or more credit hours for fall must **waive the health insurance by August 1**.

Note: If you are enrolled for the spring semester, you will be billed for ½ year health insurance unless you complete an online petition to waive insurance. If you withdraw or leave the University at any time or for any reason, you will still be responsible for payment of the premium for the full 12 months (August 1 – July 31) or 6 months of coverage, whichever applies to your enrollment date).

Billing

Billing for tuition comes directly from the Office of Student Accounts, located at 110 University Plaza, 21st Avenue South. Their phone number is (615) 322-6693. Please note if you are a VUMC employee that the policy for tuition reimbursement for special students changed effective January 1, 2005, contact VU Human Resources at 615-322-4088 for details. Please note that this benefit covers tuition only; you will be responsible for all fees.

Student Activity and Recreation Fees

Special students are not charged an activity fee or recreation center fee if they are registered for four (4) credit hours or less. However, special students taking 5, 6, or 7 credit hours will be charged an activity fee (\$61) and a recreation center fee (\$100). If you wish to request a waiver of these fees, contact the Student Fee Waiver Committee at (615) 322-3963 between 9 am and 4 pm Monday-Friday.

Frist Nursing Informatics (FNIC) / Student Computer Labs

The Frist Nursing Informatics Center (FNIC) student computer labs (Suite 240 in Frist Hall) are equipped with 26 Compaq DC7100 CMT computers, three laser printers and two scanners. Laser printing of school-related assignments is supported free of charge for the first 375 prints per semester; thereafter prints may be purchased on a Commodore card for four (4) cents a copy. Use of the labs is restricted to VUSN students, staff and faculty.

Computer Lab Hours:

Monday – Thursday	7:00 a.m. – 9:00 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 emailed to each student's VUMC Outlook Web mail account.

FNIC instructional resources (such as CDs, videotapes, audiotapes, and interactive videodiscs) are maintained in the resource library in room 240B in Frist Hall. A catalog of instructional media can be accessed using the "FNIC Catalog" link on VUSN's "Resources for Current Students" Web page (<http://www.mc.vanderbilt.edu/nursing/current/current.html>).

The FNIC testing lab is located in room 240A Frist Hall. It contains eight computers dedicated to Web-based testing. This lab is closely supervised and should remain quiet. The Vanderbilt University honor code is strictly observed in all computer labs.

VUnetID & E-Password

Your VUnetID is the means by which you identify yourself as a Vanderbilt student so that you may access services on the Vanderbilt University computer network (VUnet). The following are some essential services that require a VUnetID and password:

1. **VUMC Outlook Web Mail**, Vanderbilt University Medical Center's email system
2. **OAK (Blackboard)**, Web-based course management system that allows instructors to post course-related information for students online in a secure environment
3. **Secure OASIS**, (Online Access to Student Information Systems), the primary method used by students to register for courses
4. **Access 2 Academic Information**, allows students to access personal academic record information online. You will check your final course grade here. **Grade reports are not sent via U.S. mail.** This requires an e-password.
5. **VUmail**, the University's e-mail system (VUSN uses VUMC's email system – see above)
6. **VUaccess**, off-campus dial-up access to the VU network and Internet

All enrolled students are eligible for a VUNetID and e-password. You can get these through a self-service process by going to <http://www.vanderbilt.edu/password/>. (All FNIC lab computers at VUSN have an icon for this web page.) Click on the "Get an e-password link" and follow the onscreen instructions. To obtain your VUNet ID, you must enter your name as it appears in your Vanderbilt records (i.e., on your class schedule), omitting any suffix such as "jr.", your Social Security (or equivalent) number, and your date of birth.

You will have the same VUNetID for as long as you remain a student at Vanderbilt. (If you make a copy of your authorized VUNetID and include your password, be sure to store the copy in a very safe place inaccessible by others. No one else at Vanderbilt or anywhere else should know or use your password.)

VUSN Tech Tools Web Page

The "Tech Tools" web page (<http://www.mc.vanderbilt.edu/nursing/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. Please visit this web page as soon possible. For additional information, please contact John Norfleet at 615-343-3655 (john.norfleet@vanderbilt.edu) or Jerry Murley at jerry.murley@vanderbilt.edu.

VUMC Outlook Web Mail Access and Help

VUMC Outlook Web Mail (<https://email.mc.vanderbilt.edu/>) is the email system the School of Nursing uses. Use your VUNetID to access this program. This email works best with Microsoft Internet Explorer 5.5 or higher. For questions about VUMC Web mail, call the **VUMC Help Desk** at **343-4357 (343-HELP)**. You may also contact Scot Loerch (343-5623), Ryan McNew (343-3046), John Norfleet (343-3655), or Jerry Murley (343-3300) at VUSN.

OAK (Blackboard) Access

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 from <http://oak.vanderbilt.edu/> or the **OAK "Quick Link"** in the upper right-hand corner of all VUSN Web pages. Use your VUNetID to access this resource.

Wireless Internet Access at VUSN

Students who have laptops with wireless cards may access the Internet from the following VUSN locations: atrium, Frist Hall student lounge and second floor, Annex hallway and sitting area. Students who use the VU wireless system will be responsible for installing critical patches on their laptop computers. For more information, click on the "**Wireless Networking at VUSN**" link on the "**Tech Tools**" web page.

Please remember that these are University resources for University-related activities. Please refrain from using wireless resources for downloading large files (such activity will limit availability to others) or for transfer of patient information (for security reasons.)

Distance Access to Learning Resources

Some VUSN classes are delivered in a modified format. This often means that some of the class lectures will be videotaped, burned to CDs and delivered to students. These classes will use other distributed learning methods, such as online conferencing, for continued student-faculty contact between class sessions. For many of these classes students will be able to watch live and archived lectures over the Internet. These files are typically large and require faster Internet connections (such as cable or DSL service) for smooth delivery.

To watch videos of class lectures, RealPlayer version 8 or newer must be installed on the viewing computer. This software is free and can be downloaded from <http://www.real.com/>. PDF versions of lecture handouts are usually included on lecture CDs and are often posted on OAK (Blackboard) for students to download. To view these files, Adobe Acrobat Reader 5 or newer must be installed on the viewing computer. This software is also free and can be downloaded from <http://www.adobe.com/prodindex/acrobat/readstep.html>.

Distance access students may receive copies of videotaped presentations via CD if:

- The class or lecture has been professionally videotaped by VUSN
- Students are enrolled in the course at the time of the request
- Students request that a CD be made for them
- Students provide a valid mailing address or arrange to pick up the CD
- Students pay the difference in mailing costs if they prefer express mail

The faculty course coordinators set the policy for CD distribution in their assigned courses. As such, they will communicate the specifics to all enrolled students.

Student ID

To obtain a student ID, see Sarah Ramsey, 217 Godchaux Hall, to obtain authorization to have your ID picture made. The Medical Center ID Card Office is located in the lobby of Medical Center North (Room D-2107). 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 48 hours 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 student ID badge. To access the EBL Nursing Digital Library from home, go to <http://www.mc.vanderbilt.edu/vumcdiglib/resource.html?diglib=8>. 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, 5th edition*.

Student Mailbox

Student mailboxes are located in five hanging file carts in the lobby of the Nursing Annex next to room 155. You will be provided a mailbox when you enroll in classes. This mailbox and e-mail are the primary means of communication to students in the school.

Parking

Regular week-day parking is available for Vanderbilt Nursing Students in the 25th Avenue Garage. Contact the Traffic and Parking Office 936-0686 for decal fees and other information regarding parking. The cost is \$2.00 per day.

Textbooks

Textbooks for School of Nursing courses may be obtained at the Medical Bookstore in Room 303 Light Hall, phone 615-322-3348.

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 the 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 that are posted in the following areas: The Receptionist's desk, the glass walls between the Atrium and the Nursing Annex, and the bulletin board on the 2nd floor of Frist Hall.