Checklist for New MSN and Post-Master’s Students Admitted for Fall 2016

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](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*

- 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. [https://apphost2.its.vanderbilt.edu/studentbiz/OCReferral/](https://apphost2.its.vanderbilt.edu/studentbiz/OCReferral/)

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

- Begin VUSN New Student requirements: [http://www.nursing.vanderbilt.edu/clinicalplacement/PDF/clinicalreq_cklst.pdf](http://www.nursing.vanderbilt.edu/clinicalplacement/PDF/clinicalreq_cklst.pdf) Schedule an appointment with your healthcare provider to complete physical and any needed immunizations or titers listed on the health questionnaire. **Students from all specialties must complete all requirements**, Online HIPAA/OSHA training will not be available until August 10, 2016.

- Set up your VUNet ID and password. 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

**JUNE**

- All entering students must complete the VUSN background check before August 1, 2016 at: [www.certifiedbackground.com](http://www.certifiedbackground.com) (Do not complete background check more than 3 months prior to orientation) Enrollment is contingent upon satisfactory evaluation of the results of the background check.
  *ALL MSN & Post Master’s Certificate students enterer package code: VA14bgt*

- Schedule an American Heart Association (AHA) BLS for Healthcare Providers class before August 1, 2016 (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 need PALS and NRP. Additional CPR certifications may be required for your specialty.

- Waive Vanderbilt Student Health Insurance if you are covered by another policy (including Vanderbilt employees covered by Vanderbilt Health Insurance) [www.gallagherkoster.com](http://www.gallagherkoster.com). Please print a copy of your insurance waiver confirmation.

**JULY**

- First week of July – VUSN Registrar will send via U.S. mail confirmation of Fall registration and instructions to log into YES ([http://yes.vanderbilt.edu](http://yes.vanderbilt.edu)) and view your course schedule. Contact Sara Donahoe with further questions at sara.donahoe@vanderbilt.edu
If you are relocating to Nashville, secure housing in Nashville. [https://apphost2.its.vanderbilt.edu/studentbiz/OCReferral/](https://apphost2.its.vanderbilt.edu/studentbiz/OCReferral/)

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

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 5, 2016.
461 21st Ave S
210 Godchaux Hall
Nashville, TN 37240

If you have completed a degree since your initial application, please have an updated official transcript showing the degree conferred mailed to the VUSN Registrar’s Office by August 5, 2016.
461 21st Ave S
211 Godchaux Hall
Nashville, TN 37240

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


### AUGUST

- New student requirements MUST be 100% complete before August 1, 2016
  - *Exceptions: Seasonal Flu and the HIPAA/OSHA training (You will receive instructions by Vanderbilt email on completing this requirement by August 10, 2016.)*

- If you plan to WAIVE Vanderbilt’s Student Health Insurance, this must be done by August 1, 2016. Please keep a copy of the confirmation of your waiver.

- Attendance at New Student Orientation is MANDATORY for all new students (except Healthcare Leadership students)

#### Schedule of Events

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday - Friday, August 17-19</td>
<td>Orientation for MSN Pre-Specialty Level students</td>
<td>For students with a bachelors or higher degree in a field other than nursing</td>
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<tr>
<td>Monday, August 22</td>
<td>First day of class for MSN Pre-Specialty Level students</td>
<td></td>
</tr>
<tr>
<td>Wednesday-Thursday, August 17-18</td>
<td>Orientation for ASN – MSN students</td>
<td>For students who have an ASN, ADN, or hospital diploma in nursing</td>
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<tr>
<td>Friday-Saturday, August 19-20</td>
<td>First classes for ASN – MSN students</td>
<td></td>
</tr>
<tr>
<td>Monday-Tuesday, August 22-23</td>
<td>Orientation for MSN Specialty Level students</td>
<td>For students who have a BSN or MSN</td>
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<tr>
<td>Wednesday, Thursday, OR Friday, August 24-26</td>
<td>First day of class for MSN Specialty Level and Post Master's distance students</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 a student parking on campus. Details about cost and location of parking have not yet been determined by the University.

#### 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 Koster Insurance website at: [https://www.gallagherkoster.com/](https://www.gallagherkoster.com/) You will be able to waive coverage after June 15. The deadline to waive coverage is August 1, 2016. Information regarding the policy coverage is posted on the Gallagher Koster 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

- 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 Admitted Student/ Student Requirements webpage for 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

- The School of Nursing Home Page can be found at: [http://www.vanderbilt.edu/nursing](http://www.vanderbilt.edu/nursing)

- 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](http://www.nursing.vanderbilt.edu/clinicalplacement/newstudents_msn.html); Lisa.boyer@vanderbilt.edu
Fall schedule/transfer of credit – sara.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 – geri.reeves@vanderbilt.edu
Healthcare Leadership – kelly.wol gast@vanderbilt.edu
Neonatal Nurse Practitioner – karen.dapolito@vanderbilt.edu
Nurse-Midwifery – michelle.collins@vanderbilt.edu
Nursing Informatics – trish.trangenstein@vanderbilt.edu
Pediatric Nurse Practitioner: Primary Care – terry.witherington@vanderbilt.edu
Pediatric Nurse Practitioner: Acute Care – sheree.allen@vanderbilt.edu
Psychiatric-Mental Health Nurse Practitioner (Family) – dawn.m.vanderhoef@vanderbilt.edu
Women’s Health Nurse Practitioner – ginny.moore@vanderbilt.edu