UAB

The University of Alabama at Birmingham®

School of Nursing

MSN Pathway

Summer 2027 Cohort

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MSN PATHWAY STUDENT CHECKLIST – SUMMER 2027

USE THIS CHECKLIST TO KEEP TRACK OF ITEMS THAT REQUIRE YOUR ATTENTION

Complete admission, trainings, clearance requirements, and attend your mandatory in person orientation before course registration.	
MSN Pathway Admission	
	Sign your Admission Offer, Acceptance Form, FERPA Form, and Post Licensure Core Performance Standards through Adobe Sign. This is sent to your application email address. Confirm your specialty track and current state of residence address. The offer applies only to the listed specialty; contact the program about a change of term (if eligible) or a new application if you do not wish to accept it. A copy will be sent to you after you have signed your offer letter. Please make sure to download a copy as it is only available for 30 days.
	Sign and submit your Program of Study through a separate Adobe Sign email. A copy will be sent to you only after your advisor signs off on the document. Please make sure to download a copy as it is only available for 30 days.
	If you are requesting a transfer or waiver of courses, you must first sign and submit your original Program of Study. Then, review and complete the instructions for requesting a course transfer or waiver. If any are approved, you will be issued a new Program of Study. **ATTACHMENT A**
	Activate your BlazerID using your student ID (B#) listed on your Program of Study: **ATTACHMENT B**
Required Events	
	Attend the **mandatory** on-campus orientation on **April 2-3, 2027**. The agenda will be emailed closer to the Orientation date.
Training & Medical Clearance	
	Complete HIPAA training (once for the duration of the program). Begin this training in February 2027. **ATTACHMENT C**
	Complete OSHA training (annual requirement). Begin this training in February 2027. **ATTACHMENT D**
	Begin locating your immunization records now. You won't have access to upload the information until February 2027. This online packet explains the immunization records required to comply with Level 3 immunizations for clinical students (including the required physical form and immunization form). All immunization records must be uploaded into the UAB Student Health and Wellness patient portal. https://studentwellness.uab.edu/ **ATTACHMENT E**
	More information regarding your Background Check and Drug Screen will be provided in March, 2027. **ATTACHMENT F**
	Provide UAB Student Health with proof of medical insurance. UAB Student Health Insurance is available if required. https://www.uab.edu/students/health/insurance-requirements **ATTACHMENT G**
Holds & Registration	
	Resolve all financial, administrative, and academic holds and complete the required admission and clearance steps before registering for Summer 2027 nursing courses. Once these requirements are met, register for your courses using the registration instructions provided in your admission materials. **ATTACHMENT H**
Miscellaneous	
	Explore financial aid and scholarship opportunities, including UAB School of Nursing scholarships. For application information and updates, visit: https://www.uab.edu/nursing/home/scholarships-financial-aid/son-scholarship-application
	Review the UAB academic calendar for important dates. The MSN Pathway follows the UAB academic calendar: https://www.uab.edu/students/academics/academic-calendar
	Review the program contact list to identify the appropriate person for questions or assistance. **ATTACHMENT I**
	Log in to Canvas on the first day of class, May 10, 2027.

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Attachment A

Program of Study

INSTRUCTIONS FOR PREVIOUS GRADUATE NURSING CREDIT REVIEW

The Program of Study (POS) is your agreement between you and the School of Nursing. Program of studies have been developed ahead of time to help ensure there is space available in each course and to provide a seamless flow through the coursework. If changes are necessary in your POS due to previously completed nursing graduate coursework, you ***MUST*** **gain approval.** The initial POS approval will be issued through the Office of Student Success in your initial offer letter packet. You can reach Mr. John Updegraff via email at jupde22@uab.edu with questions.

Please complete the following steps:

1. Please sign and return the POS **via Adobe Sign**.

   Please continue below only if you have taken graduate level nursing courses before.

2. If you **HAVE** taken graduate level nursing courses and wish to have them considered for transfer (up to 12 hours of **equivalent** UAB School of Nursing coursework may transfer – that has not been used towards an awarded degree, and you received a grade of a B or better) or waiver into the program you must:

   - Complete and submit one of the following forms located on the School of Nursing website, www.uab.edu/nursing, under "*Nursing Quicklinks*" then "*Student Resources"* and then "*Student Forms*" under the **MSN section**. (https://www.uab.edu/nursing/home/student-resources/student-forms)

     A. "Request for Approval and Transfer of Graduate Level Coursework" (one form per course and also include a course syllabi for non-UABSON courses)

     OR

     B. "Request for Non-degree Credit to be Accepted as Graduate Credit" (used for UAB graduate nursing non-degree credit courses only)

   - It can take up to 2-4 weeks for complete course requests to be considered for a transfer/waiver decision and any subsequent POS revisions to be done, if approved.

Completed course evaluation forms and syllabi should be submitted to John Updegraff via email at jupde22@uab.edu

NOTE: Your POS Hold will be lifted prior to orientation after you have a signed POS submitted back to the UAB School of Nursing.

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BlazerID

Step-by-Step Activation Process

1. **Go to the Portal:** Open the BlazerID Central Registration Page.
2. **Select Your Category:** Choose the option that applies to you:
    - Student accepted to UAB
3. **Provide Identification Details:** You will need to enter your unique identifier:
    - **Students:** Your 9-character Banner ID (starting with "B") Listed on your offer and your program of study.
4. **Choose a Password:** Create and confirm a secure password that meets UAB standards.
5. **Set Up Two-Factor Authentication (2FA):** Sign up for UAB 2-Factor Authentication to secure your account and avoid annual password changes.

Important Notes

- **Activation Delay:** New accounts and password changes can take anywhere from 1 hour to overnight to sync across all UAB systems (such as BlazerNET, Canvas, and email).
- **Forgot Your BlazerID or Need Help?** Use the Do I Have a BlazerID? Lookup Tool or visit UAB AskIT if you run into technical issues

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American Health Insurance Portability & Accountability Act (HIPAA)

Do not attempt to complete this requirement until after February 1, 2027.
Completing this requirement sooner will cause a delay in removing your hold.

HIPAA works to ensure that all medical records, medical billing, and patient records meet certain consistent standards with regards to documentation, handling, and privacy.

If you have taken HIPAA training with another healthcare institution, you will need to retake it through UAB's Campus Learning to complete the requirement and receive credit. This is a one-time only training that does not require renewal at UAB.

New UAB School of Nursing Students
(Do not go directly into CAMPUS LEARNING, use the link provided)

To access and enroll in the HIPAA training course, go to:
https://uab.docebosaas.com/lms/index.php?r=course/deeplink&course_id=27&generated_by=151665&hash=89c0297a2b7474b2ada7e5ab7cc93766a3192250

- Click on LOGIN WITH BLAZERID
- Login using your BlazerID/Username and Password
- Successful completion is considered a score of 75% or better. If unsuccessful, repeat these steps until you have a satisfactory score.
- You can see a certificate in the Campus Learning System by going to "My Activities" located on the homepage; however, https://www.uab.edu/learninglocker is the repository for full training history. Courses completed within the Campus Learning System will be logged into the Learning Locker within 1 business day

Returning/Current UAB School of Nursing Students or Previous/Current UAB Employees
If you have completed HIPAA with UAB as a previous student or employee, you will need to send a copy of your certificate to the Office of Student Success via email (sonstudaffrs@uab.edu) or fax to 205.934.5490.

To view and email/print your HIPAA certificate in the Campus Learning System go to https://www.uab.edu/learninglocker

- LOGIN WITH BLAZER ID
- Select "View Certificate" and either print or email your certificate to the Office of Student Success.

The School of Nursing will receive notice of successful completion of your training. Once you complete the training you should expect ~5 business days before your hold is removed.
You should not send your completion certificate to the School of Nursing.

If you are having problems accessing Campus Learning or accessing your course or certificate, please email campuslearning@uab.edu. Please include a phone number where you can be reached. This phone should be near your computer so that someone can assist you. This must be completed by **April 30, 2027.**

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Bloodborne Pathogens, Occupational Safety & Health Administration (OSHA)

Do not attempt to complete this requirement until after February 1st, 2027.
Completing this requirement sooner will cause a delay in removing your hold.

This training is an annual requirement.

New UAB Students
Do not go directly into CAMPUS LEARNING, use the link provided

To access and enroll in the training, go to:
https://uab.docebosaas.com/learn/course/153/bloodborne-pathogens-course?generated_by=110583&hash=359fdc15db83111dfda07741a9e0b55a2941b249

- Click on LOGIN WITH BLAZERID
- Log in using your BlazerID/Username and password
- Click on Bloodborne Pathogens Course
- You will need to click on and go through *Course Material, Reality Check, Course Assessment and Course Evaluation*
- You can see your certificate in the Campus Learning System by going to "My Activities" located on the homepage; however, https://www.uab.edu/learninglocker is the repository for full training history. Courses completed within the campus learning system will be logged into the Learning Locker within 1 business day

Returning & Current UAB School of Nursing Students (1 year or older)
Certification and Retraining

- Log in to Campus Learning https://uab.docebosaas.com/learn
- Click on LOGIN WITH BLAZERID
- Log in using your BlazerID and password
- From the landing page-upper right side-you will choose MY ACTIVITIES from the profile section
- Under "My Activities" you will choose Certification – this will take you to the 'Certification and Retraining' page
- Click on **RENEW NOW** – this will direct you to the course that requires re-certification.
- You will need to click on and go through *Course Material, Reality Check, Course Assessment and Course Evaluation*
- You can see your certificate in the Campus Learning System by going to "My Activities" located on the homepage; however, https://www.uab.edu/learninglocker is the repository for full training history. Courses completed within the campus learning system will be logged into the Learning Locker within 1 business day

The School of Nursing will receive notice of successful completion of your training. Once you complete the training you should expect ~5 business days before your hold is removed.
You should not send your completion certificate to the School of Nursing.

If you are having problems accessing Campus Learning or accessing your course or certificate, please email campuslearning@uab.edu. Please include a phone number where you can be reached. This phone should be near your computer so that someone can assist you. This must be completed by **April 30, 2027.**

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Immunization Requirements

Before you register in nursing courses for the spring semester, you must upload a number of medical records to the UAB Student Health and Wellness Patient Portal. Students can access the Patient Portal from the right-side navigation on their BlazerNet homepage and here: https://studentwellness.uab.edu/

Please begin locating your medical records immediately to help determine if you need to initiate immunizations to comply with our program requirements. Some immunizations take time to complete. Any instance of an incomplete immunization prior to school starting may prohibit you from attending clinicals.

UAB School of Nursing students are required to satisfy **the Level 3 Immunization requirements** for clinical students.
https://www.uab.edu/students/health/medical-clearance/immunizations/level-3

The following documents include:

(1) Student Health and Wellness Physical Exam Form
(2) Student Health and Wellness Immunization Form

*You must also upload proof of COVID-19 vaccination if you have it. This is not required for UAB, but it is required for some clinicals.

*Hep B Vaccine: If you are a non-responder after the first vaccine series, you will be required to complete the series a second time. Be sure to get each dose as soon as it is required and upload those records to your Student Health Portal. Even if the second series continues as your first semester begins, you will still be "compliant" for the immunization requirement as long as you take each dose when prescribed.

All immunization records and forms must be uploaded in the Patient Portal on the UAB Student Health and Wellness website. If you have questions about what documentation is required, please submit your questions to the UAB Student Health and Wellness Office while you are logged into their Patient Portal.

UAB SH&W PHYSICAL EXAMINATION (***Please print in black ink***) To be completed and **signed** by physician or clinician. A physical examination is required for all clinical students within 1 year prior to matriculation.

You may schedule a physical exam at Student Health & Wellness if you do not have a physician. Schedule an appointment through your patient portal or call 205-934-3580 and ask our receptionist for details.

Last Name First Name Middle	Date of Birth (mm/dd/yyyy)	BlazerID@uab.edu
Permanent Address City State Zip Code	Area Code/Phone Number	

Height _____ Weight _____ TPR _____/_____/_____ BP _____/_____

REQUIRED

Vision: Corrected Right 20/_____ Left 20/_____

Uncorrected Right 20/_____ Left 20/_____

Color Vision (circle one): PASS or FAIL

Are there abnormalities? If so, describe full	WNL	ABN	DESCRIPTION (attach additional sheets if necessary)
1. Head, Ears, Nose, Throat			
2. Eyes			
3. Respiratory			
4. Cardiovascular			
5. Gastrointestinal			
6. Musculoskeletal			
7. Metabolic/Endocrine			
8. Neuropsychiatric			
9. Skin			
Other			

A. Is there loss or seriously impaired function of any organs? ____No ____Yes
Explain _____

B. Recommendation for physical activity (physical education, intramurals, etc.) ____Unlimited ____Limited
Explain _____

Signature of Physician/Physician Assistant/Nurse Practitioner Date

Print Name of Physician/Physician Assistant/Nurse Practitioner Date

Office Address/Stamp (**Required**) Area Code/Phone Number

UAB Student Health & Wellness Immunization Form

Clinical Students

NAME: _____ DATE OF BIRTH: (mm/dd/yyyy): _____

ADDRESS: _____ PHONE: _____

PROGRAM OF STUDY: _____ BLAZERID:_____@UAB.EDU

IMMUNIZATION HISTORY MUST BE COMPLETED AND SIGNED BY A HEALTH CARE PROVIDER

***Copies of your original immunization records are acceptable in place of this form. Please submit completed form or immunization records directly to your UAB SH&W Patient Portal.**
FORMAT mm/dd/yyyy

1. **MMR- Measles, Mumps, and Rubella:** All students must satisfy this requirement, either by two vaccine doses against each of the three diseases or laboratory evidence of immunity to all three diseases. First dose must have been received no sooner than one year after birth.

EITHER

Two doses of MMR vaccine: Date: _____/_____/_____
Date: _____/_____/_____

OR

Two doses of each vaccine component:
Measles Date: _____/_____/_____ Date: _____/_____/_____
Mumps Date: _____/_____/_____ Date: _____/_____/_____
Rubella Date: _____/_____/_____ Date: _____/_____/_____

OR

Laboratory evidence of immunity to all three diseases:
Measles Date: _____/_____/_____ Positive: _____ Negative: _____
Mumps Date: _____/_____/_____ Positive: _____ Negative: _____
Rubella Date: _____/_____/_____ Positive: _____ Negative: _____

*If any laboratory titers are non-immune, 2 repeat vaccines are required. Date: _____/_____/_____ Date: _____/_____/_____

2. **Tdap**- Tetanus, Diphtheria, Acellular Pertussis: All students must have had one dose of the adult Tdap given 2006 or later. If the last adult Tdap is greater than 10 years old, a Td booster is required.

Tdap Date: _____/_____/_____
Td Date: _____/_____/_____

3. **Hepatitis B Series**: All students must have a series of three Hepatitis B vaccinations (initial dose, dose two at 1 month, dose three at 6 months). A post-vaccine surface antibody titer (to demonstrate immunity) is required one month after 3rd vaccine dose.

Dose 1 Date: _____/_____/_____ Dose 2 Date: _____/_____/_____ Dose 3 Date: _____/_____/_____
Hep B surface antibody titer: Reactive: _____ Non-Reactive: _____ Date: _____/_____/_____

*<u>If Hep B surface antibody is non-reactive, repeat series and post-vaccine surface antibody titer are required</u>.
Dose 1 Date: _____/_____/_____ Dose 2 Date: _____/_____/_____ Dose 3 Date: _____/_____/_____
Hep B surface antibody titer: Reactive: _____ Non-Reactive: _____ Date: _____/_____/_____

*If repeat Hep B surface antibody is non-reactive, Hep B surface antigen is required to rule out acute or chronic Hep B infection.
Hep B surface antigen titer: Positive: _____ Negative: _____ Date: _____/_____/_____

**If Hep B surface antigen is positive, visit with SH&W provider is required for additional testing. If negative, student will be considered a non-responder.

NAME: _____ DATE OF BIRTH: (mm/dd/yyyy): _____

4. **Varicella** (chickenpox or shingles): All students must have documented history of Varicella, a positive Varicella antibody titer, or two doses of Varicella vaccines given at least 28 days apart. First dose must have been received no sooner than one year after birth.

EITHER

History of Varicella (chickenpox or shingles): Yes: _____ No: _____ Date: _____/_____/_____

OR

Varicella antibody titer Date: _____/_____/_____ Positive: _____ Negative: _____

OR

Varicella vaccination Dose 1: _____/_____/_____ Dose 2: _____/_____/_____

*If Varicella antibody titer is negative or equivocal, two repeat vaccinations are required.
Varicella vaccination Dose 1: _____/_____/_____ Dose 2: _____/_____/_____

5. **Meningococcal ACWY**: All students 21 and younger are required to show documentation of a meningitis A vaccine given on/after their 16th birthday. Students age 22 and older are exempt. Date: _____/_____/_____

6. **Tuberculosis**: All clinical students must meet UAB's Tuberculosis screening requirement. This includes a Tb Attestation Statement and Tb testing. If no history of positive Tb skin test, two separate skin tests or one IGRA blood test are required upon matriculation. Skin tests must be placed at least one week apart.

<u>*ALL TB TESTING (skin tests or blood tests) MUST BE PERFORMED IN THE U.S.</u>

EITHER

a. Tuberculin Skin Test (PPD) within 12 months prior to matriculation:

Date Placed: _____/_____/_____ Date Read: _____/_____/_____ Result (mm): _____ Positive: _____ Negative: _____

b. Tuberculin Skin Test (PPD) within 3 months prior to matriculation:

Date Placed: _____/_____/_____ Date Read: _____/_____/_____ Result (mm): _____ Positive: _____ Negative: _____

*If positive skin test result, IGRA required within 3 months prior to matriculation.

OR

a. IGRA (Tspot or Quantiferon TB Gold) blood test within 3 months prior to matriculation:

Date: _____/_____/_____ Positive: _____ Negative: _____

*If positive IGRA result, Chest X-Ray within 3 months prior to matriculation and UAB TB High Risk Questionnaire required.

a. Chest X-Ray Date: _____/_____/_____ Normal: _____ Abnormal: _____ (*Please attach results)
b. UAB High Risk TB Questionnaire
c. Have you been treated with anti-tubercular drugs? Yes: _____ No: _____ (treatment only required if chest x-ray positive)

If yes, type of treatment: _____ Length of Treatment: _____ *Please attach supporting documentation.

Verification of the above Student Immunization Record and Tuberculosis Screening by Health Care Provider:

Verified by: _____ Title: _____

Address: _____

Phone: _____

Signature: _____ Date: _____/_____/_____

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Background Check & Drug Screen Requirements

MSN Pathway | Summer 2027

Required Screenings

- All students must consent to a Level I criminal background check and urine drug screen as a condition of admission and at least annually while enrolled.
- Both screenings must be completed through the UAB School of Nursing (SON) approved third-party provider. Screenings from other providers are not accepted.
- Students are responsible for all screening costs. Additional testing or more detailed background checks may result in additional charges.

When and How to Complete

- *Instructions for the background check and drug screen, including approved vendor information and next steps, will be provided in March 2027. Follow the instructions and deadlines provided by the SON.*
- Students may also be required to undergo immediate, for-cause drug testing when impairment is suspected. Students are responsible for the cost.

Important Policy Information

- Failure to complete required screenings may result in withdrawal of an admission offer or inability to progress. Refusal to submit to either screening will result in dismissal from the SON.
- A non-negative drug screen for an applicant results in revocation of the admission offer. A non-negative background check may result in withdrawal of the offer. For current students, adverse findings may affect clinical placement and progression.
- Screening results are treated as confidential and shared only as permitted or required under SON policy, including with clinical agencies and applicable nursing boards.

Questions or Concerns

- Review the full UAB SON Background Check and Drug Screen Policy (Section 6.7) for details about testing, re-testing, results, and consequences. Contact the School of Nursing for guidance before taking action if you have questions.

This summary does not replace the full UAB School of Nursing policy.

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STUDENT HEALTH INSURANCE WAIVER & ENROLLMENT

Before Waiving or Enrolling in Student Health Insurance

- Register) for your classes (as listed on your POS) as soon as all holds have been resolved and your registration window opens.
- Wait 24 to 48 hours for your student data to fully sync between UAB's system and the UHCSR waiver database.

Access the Insurance Selection/Waiver Page

- Log in to **BlazerNET**. Select either "*Links/Forms*" or "*Personal Information*."
- Select "*Mandatory Student Health Insurance Selection/Waiver*."
- Choose the option that applies to you: waive coverage if you already have qualifying health insurance, or enroll if you need student health insurance.

Option A — Waive Student Health Insurance

- Select the waiver link and complete all required fields in Steps 1–4 of the waiver application.
- Sign and submit the waiver. Watch your UAB email for the approval or denial decision. If denied, the email will include instructions for appealing.

Option B — Enroll in Student Health Insurance

- Select the enrollment link and follow the online instructions to enroll in coverage.
- After enrolling, select "GO TO MY ACCOUNT" to create or access your account and view your insurance ID card. Review any required actions or alerts, including Coordination of Benefits (COB), if shown.

Important Reminders

- Students who do not complete an approved waiver by the applicable deadline may be enrolled in student health insurance and charged for coverage.
- A fall waiver generally covers the academic year. New spring and summer students follow the same process, with their applicable deadlines posted by Student Health Services.
- If you lose other health insurance during the year, contact Student Health promptly about enrollment following a qualifying life event.

Questions & Additional Information

- UAB Student Health Services | 205-934-3580 | 1714 9th Avenue South, Learning Resources Building, Birmingham, AL
- Additional insurance guidance: https://www.uhcsr.com/video

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REGISTRATION INSTRUCTIONS

Use these steps to register for classes once your registration period opens and any registration holds are resolved. Please follow your Program of Study (POS) to register for courses.

Access Registration

- Through myUAB: Sign in at https://my.uab.edu, select myAcademics, and locate the myCourses channel. From Course Actions, select "***Add/Drop/Withdrawal from Courses***."
- Or through BlazerNET: Sign in, select Registration from the green ribbon, then choose "***Add, Drop, or Withdraw from Classes***."
- Select the term for which you are registering (for example, Summer 2027).

Find and Add Your Courses

- On the Find Classes tab, search by subject and course number (located on your POS) or use Advanced Search. Select a course title to review details and prerequisites.
- Click *Add* beside the course you want. If you have a course reference number (CRN), use the Enter CRNs tab and click Add to Summary.
- Review the courses in the Summary area. Courses initially appear as Pending; click *Submit* to complete registration.

Confirm Your Registration

- Verify that each course displays "**Registered**" in green. A red "**Errors Preventing Registration**" status means the course was not added.
- Review your schedule and registration summary after submitting. If errors occur, review the message and resolve the issue before trying again.

If You Need to Drop a Class

- In Summary, choose "*web drop*" from the Action menu for the course and click Submit. For withdrawal, choose the withdrawal action instead, subject to UAB policies and deadlines.

Common Registration Problems

- HOLDS: Select View Holds and contact the listed department to resolve them. **https://www.uab.edu/nursing/home/student-resources/student-holds**
- RAC: Obtain the six-digit Registration Access Code from your BSN-DNP NP Program Manager.
- Prerequisite/corequisite, closed section, time conflict, or permission errors may require assistance from the BSN-DNP NP Program Manager.

Questions or Assistance

UAB One Stop Student Services: (205) 934-4300 | Hill Student Center, Suite 103

Source: https://www.uab.edu/students/academics/register-for-classes#planner

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Important Contacts

MSN Program Manager Ms. Charlene Bender cbender@uab.edu 205-934-5491	**Assistant Dean for Student Success** Mr. John Updegraff Jupde22@uab.edu 205-975-7529
Scholarships Ms. Stephanie Hamberger ssallen@uab.edu 205-934-5483	**Registration Issues** Ms. Latasha Harris sonregistrar@uab.edu 205-975-7529
HIPAA, OSHA Office of Student Success sonstudaffrs@uab.edu 205-975-7529	**UnitedHealthcare Student Resources** UHCSR UAB Plan Page 1-800-767-0700
Student Health and Wellness **Ask them about immunizations and medical records!** Visit https://studentwellness.uab.edu/ to access the Patient Portal. Message "Medical Clearance."	
Background Check/Drug Screening	
Background Check/Drug Screen vendor contact information will be provided in March 2027.	**Office of Clinical Placement** (issues after 3 business days of clearance of both Background check and Drug Screen still showing in BlazerNet) Submit a ticket (preferred method): Office of Clinical Placement Requests Email: SON-ClinicalPlacementOffice@uab.edu