

# FREQUENTLY ASKED QUESTIONS

## **1. What happens after I submit my application?**

Once your application has been submitted, you will receive an e-mail verifying the receipt of your application.

## **2. I sent my application to my advisor/submitted through my Residency course. Does that mean my application has been successfully submitted?**

No. Your application has to be submitted directly to Student Affairs. Your submission is not successful until you receive an e-mail notification from the Student Affairs office that your application has been received.

## **3. Can I submit my application after the deadline?**

No. In accordance with the University's policy, applications will not be accepted after the submission deadline. Applications received after the deadline will be automatically deferred to next term.

## **4. When should I pay my \$50 graduation fee?**

Graduation fee will be added to your student account in BlazerNet ONLY after your graduation application has been processed. Please note, applications will not be processed until after the submission deadline. You will receive an e-mail notification prompting you to pay your graduation fee.

## **5. I am planning on attending the commencement ceremony. When and where can I register for it?**

You may register to attend the commencement ceremony by visiting [www.uab.edu/commencement](http://www.uab.edu/commencement). However, you cannot register until you pay your \$50 graduation fee.

## **6. I have never attended a commencement ceremony at UAB. What should I expect?**

Please visit [www.uab.edu/commencement](http://www.uab.edu/commencement) for more information about what to expect before and during the ceremony. In addition, you may view ceremonies from previous years by visiting Video Archives.

## **7. I recently got married/divorced and would like for my new name to be listed on my diploma. What should I do?**

First and last names listed on the diploma have to match official University records. If you wish for your new first/last name to be reflected on your diploma, please complete a change of address/name form and submit it along with your application for degree. A blank copy is located on the website [www.uab.edu/nursing](http://www.uab.edu/nursing).

## **8. I moved since I completed my application for degree. What should I do?**

Please complete the change of address/name form located on the website [www.uab.edu/nursing](http://www.uab.edu/nursing).

## **9. When will I receive my diploma?**

Diplomas are mailed within 6-8 weeks after the commencement ceremony. Diplomas are mailed to the address indicated on your application for degree. If you failed to update your address and need a replacement copy, you will be charged \$15 fee.

## **10. Who should fill out the Evaluation form?**

Your evaluator should be familiar with you and your skills during your time in the MSN program, such as your academic advisor or faculty member. Please note, it is your responsibility to find an evaluator, send them a copy of the evaluation form and provide them with instructions of submitting the form to School of Nursing Student Affairs Office.

## **11. How many Evaluation forms are required to be completed?**

You are required to have at least one (1) evaluation form submitted, but you may submit more.

## **12. There are multiple Evaluation Forms at the end of this packet, which one do I complete?**

Please look at the title of each Evaluation Form and use the one that applies to you.

## **12. Are the Evaluation and Employment Data forms mandatory?**

Yes, both forms are mandatory.

## **13. I do not currently have a job/I am planning to look for a new job, once I graduate. Do I still have to complete the Employment Data form?**

Yes. Please complete the form with information about your employment status at the time of the graduation.

## **14. Why should I complete the Employment Data form?**

The information contained in the Employment Data form is required for program's accreditation. In addition, this information is used during traineeship, scholarship, and grant proposals.

## **15. Do I need to submit my Employment Data form and Evaluation form with my Application for Degree?**

You do not have to. Application for Degree has to be turned in by the appropriate deadline. Your Employment Data form and Evaluation form have to be turned in by the last day of class for your graduating semester.

# APPLICATION FOR MSN DEGREE

## Please Read Instructions Listed Below Prior to Completing the Form

1. The application for degree must be received in the School of Nursing Student Affairs office by the deadline listed on the School of Nursing web-site: [www.uab.edu/nursing](http://www.uab.edu/nursing).
2. Completed forms should be submitted to the School of Nursing Registrar via email: [sonregistrar@uab.edu](mailto:sonregistrar@uab.edu).
3. Make sure to always keep a copy of the submitted application for your records.
4. Please type or legibly hand print your responses, sign and submit.



Month/Year you expect to receive degree

Date of Application

Legal Name as you wish it to appear on your diploma (First Middle Last)

Student ID: B#

Specialty

Street Address

City

Zip Code

State

**Your diploma will be mailed to this address. If you change your address, you must complete a change of address form and submit it to Student Affairs.**

Phone Number

Hometown as you wish it to appear in the commencement program (City, State).

If left blank, your current city and state will be used

E-mail

Race

Gender

(Used for Federal Reporting Purposes only)

Applicant's Signature

Courses currently enrolled:

Term/Yr.	Course Prefix	Course Number	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Courses with grades of I and /or N to be removed:

Term/Yr.	Course Prefix	Course Number	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Transfer Credit form another Institution: Institution's Name \_\_\_\_\_

Term/Yr.	Course Prefix	Course Number	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____

### APPROVALS (Office Use Only)

Advisor

Date

MSN Program Director

Date

# EMPLOYMENT DATA FORM

## Please Read Instructions Listed Below Prior to Completing the Form

- 1. Employment Data form is mandatory and has to be submitted by the last day of class for your graduating semester.
  - 2. Please complete the form with your employment information at the time of graduation.
  - 3. Completed employment form must be submitted to Ms. Hamberger via e-mail (ssallen@uab.edu) or fax (205-996-7157).
- Forms may also be mailed to:

Student Affairs, UAB School of Nursing  
Attn: Stephanie Hamberger  
NB 1003; 1720 2nd Ave South  
Birmingham, AL 35294-1210

Last Name  First Name  SS#

Street Address  Town or City

State  Zip Code  County

Home Phone  Work Phone

E-mail (non-UAB)

Name of Employer (N/A if currently unemployed)

Title/Position

Street Address (Rural Route)  Town or City

County (Please Specify)  State  Zip Code

Educational Requirement for Position

Please check **all that apply** to your employment site:

- Designated Rural Health Center
- Designated Community Health Center
- State or County Health Department
- Migrant Health Center
- Home Clinic for the Homeless
- Nurse Shortage Area
- Indian Health Service Agency
- National Health Service Corps Site
- Federally Qualified Health Center
- Health Professional Shortage Area
- Dental Shortage Area

# NURSE PRACTITIONER EVALUATION FORM

## Please Read Instructions Listed Below Prior to Completing the Form

To Student: give the evaluation form to your UAB MSN advisor or faculty member

To UAB MSN Faculty: Please complete the evaluation form on behalf of your student/advisee. Completed form must be returned to the registrar (NB 1002) by the last day of class for student's graduating term. Academic Calendar may be located online at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

Student's Name (Last, First)  Date

Please use this scale to evaluate the student: 1 - Never; 2 - Rarely; 3 - Occasionally; 4 - Almost Always; 5 - Consistently

<b>I. Professional Characteristics</b>	1	2	3	4	5	N/A
Performs in a cooperative manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifies own learning needs and takes responsibility for own learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses time productively (includes punctuality)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates cultural sensitivity and respect in all interactions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates good communication skills with clients and colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>II. Clinical Skills</b>						
Manages patient load accurately and efficiently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides rationale for selection of screening and diagnostic strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formulates correct diagnoses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diagnoses are written according to the specific agency's guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presents patient cases orally to the clinical preceptor in an organized manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Negotiates a mutually acceptable plan of care with patient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formulates an evidence-based management plan specific to each patient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiates patient education based on development stage, risk factors, & health maintenance needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Considers financial costs based on patient needs and community resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommends medications within legal guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides safe care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluates outcome of care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides for continuity of care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains systematic and accurate records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### III. Additional Comments

Signature of Evaluator Printed Name of Evaluator Official Position/Title Date

# NHSA/NNI EVALUATION FORM

**Please Read Instructions Listed Below Prior to Completing the Form**

To Student: give the evaluation form to your UAB MSN advisor or faculty member

To UAB MSN Faculty: please complete the evaluation form on behalf of your student/advisee. Completed form must be returned to the registrar (NB 1002) by the last day of class for student's graduating term. Academic Calendar may be located online at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

Student's Name (Last, First)  Date

Please use this scale to evaluate the student: 1 - Never; 2 - Rarely; 3 - Occasionally; 4 - Almost Always; 5 - Consistently

	1	2	3	4	5	N/A
1. Uses time productively and is punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Performs in a cooperative and respectful manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Identifies and takes responsibility for own learning needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Demonstrates cultural sensitivity and appreciation for diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Demonstrates good communication and presentation skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Open to critical feedback and acceptance of diversity ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Works effectively with intra- and inter-professional teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Demonstrates understanding of effective processes for selection, retention, and deployment of human resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Facilitates, manages, and/or influences staff development initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Conducts organizational assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Uses leadership theories and concepts to influence the nursing profession, organizations, systems, and/or work environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Applies financial concepts to evaluate and allocate resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Demonstrates ability to communicate complex ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Uses systems thinking to develop positive solutions/outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Selects and uses appropriate quality/problem solving tools to improve organizational performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Assesses the effective use of technology to improve system performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Evaluates workplace environments and makes recommendations for change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Uses evidence based managements tools and techniques for planning and decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Demonstrates ability to write/produce scholarly reports/documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Demonstrates self-awareness/assessment of personal leadership style	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**III. Additional Comments**

Signature of Evaluator	Printed Name of Evaluator	Official Position/Title	Date

# NURSE EDUCATOR EVALUATION FORM

## Please Read Instructions Listed Below Prior to Completing the Form

To Student: give the evaluation form to your UAB MSN advisor or faculty member

To UAB MSN Faculty: please complete the evaluation form on behalf of your student/advisee. Completed form must be returned to the registrar (NB 1002) by the last day of class for student's graduating term. Academic Calendar may be located online at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

Student's Name (Last, First)

Date

Please use this scale to evaluate the student: 1 - Never; 2 - Rarely; 3 - Occasionally; 4 - Almost Always; 5 - Consistently

	1	2	3	4	5	N/A
1. Performs in a cooperative and collegial manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Identifies and takes responsibility for own learning needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Uses time effectively (includes punctuality)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Communicates effectively with colleagues and students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Creates opportunities for learners to develop critical thinking skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Implements a variety of teaching strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Modifies teaching strategies and learning experiences based on learner needs and characteristics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Uses information technologies to support the teaching-learning process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Shows enthusiasm for teaching, learning, and the nursing profession	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Provides resources for diverse learners to meet their individual learning needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Advises learners in ways to help them meet their professional goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Creates learning environments that facilitate learners' self-reflection, personal goal setting, and socialization to the role of the nurse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Fosters the development of learners' cognitive, psychomotor, and affective areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Uses existing evaluation tools for assessing clinical practice and educational outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Selects appropriate assessment instruments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Implements evaluation strategies that are appropriate to the learner and learning outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Analyzes assessment and evaluation data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Demonstrates knowledge of curriculum development including identifying program outcomes, developing competency statements, writing learning objectives, and selecting appropriate learning activities and evaluation strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Models cultural sensitivity when advocating for change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Develops leadership skills to shape and implement change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Demonstrates a commitment to lifelong learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Uses feedback gained from self, peer, student, and admin. eval. to improve role effectiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### III. Additional Comments

Signature of Evaluator

Printed Name of Evaluator

Official Position/Title

Date