UAB SCHOOL OF NURSING

UAB School of Nursing (SON)
Master's of Science in Nursing (MSN) Admissions Checklist

<u>*UPON RECEIPT OF THIS LETTER*</u>:
<u>*Deadline* for item 1 is May 15, 2021</u>

☐ 1. Your Admission Offer, Acceptance Form, FERPA Form, and Post Licensure Core Performance Standards will be delivered via Adobe Sign to your admission application email address. Sign and return required documents via Adobe Sign. There is no need to scan via email or fax this document back to us.

Note: Confirm the Specialty track is acceptable and the current state of residence address is correct. The offer is only for the specialty listed. If you do not wish to accept this specialty, you may reactivate or submit a new application to the program.

Download the Fall 2021 MSN Admission packet at the web link below for important enrollment documents:

https://www.uab.edu/nursing/home/student-resources

☐ 2. Your Program of Study is being sent separately after your initial Admission Offer via Adobe Sign to your admission application email addressr. Sign and return the Program of Study via Adobe Sign. There is no need to scan via email or fax this document back to us. Additionally, review instructions for returning your program of study and request to transfer or waive courses, if applicable. (Attachment A)

<u>*Deadline* for items 4 – 6 is June 30, 2021</u>

☐ 4. Review information regarding your BlazerID. The University will create your ID for you. Go to Blazer Central to view your ID. *https://idm.uab.edu/bid/reg*

☐ 5. Begin taking steps to gain medical clearance. Please review Medical Clearance Documents (**Attachments B, C, and D**) then visit the UAB Student Health webpage at: *https://www.uab.edu/students/health/.*

☐ 6. Attend a **mandatory** New Student Orientation in a virtual format. Specific Specialty Track orientation session dates are scheduled for **June 21 2021, June 22 2021 and June 28 2021 (your assigned date is noted in your offer email).**

<u>*Deadline* for items 7 – 8 is July 15, 2021</u>

☐ 7. Check your email for background check email, and complete within ten business days of email arrival from Employment Screening Services, ESS (results@es2.com). **

☐ 8. Once you have ordered and paid for your background check, you will receive an email from LabCorp the next business day (OTSWEBAPP@Labcorps.com) to complete your drug screen. **

***** Deadline is 10 business days from original background check email ***
The background check and drug screening deadline is subject to change. Due to the current limited access to Labcorps drug screening testing sites, you may receive guidance to complete the background portion and defer the urine drug screening until Labcorps drug screening sites resume normal operation. Please plan to complete the background check and drug screening, and we will continue to evaluate as the deadline approaches.

<u>*Deadline* for items 9 – 12 is August 23, 2021</u>

☐ 9. Register for classes as listed on Program of Study using the Registration Instructions (Registration Instructions; **Attachment E**).

☐ 10. Buy your books – log in to UAB's Barnes and Noble bookstore, *http://www.uab.bncollege.com*.

☐ 11. Complete HIPAA (HIPAA Instructions; **Attachment F**), OSHA (Bloodborne Pathogens Course; **Attachment G**).

☐ 12. Review insurance requirements at: *https://www.uab.edu/students/health/insurance-waivers.*

☐ 13. Check the Academic Calendar for important dates (**Attachment H**).

☐ 14. **Log** on to Canvas - First Day of Class – August 23, 2021!

UAB SCHOOL OF NURSING

Program of Study

INSTRUCTIONS FOR RETURNING THE PROGRAM OF STUDY

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:

   o 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)

   o 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.

8 steps to completing Student Immunization / TB Clearance

1 **You are admitted to UAB.**

2 Create your BlazerID if you have not already done so (**uab.edu/blazerid**).

3 You receive an email from UAB explaining the clearance process and including necessary web links to **UAB Student Health and Wellness (SHW) website** and Patient Portal (link available on your BlazerNET account, all SHW webpages).

4 Access your specific immunization/TB requirements on the SHW website or patient portal.

Patient Portal Online Appointments

(BlazerID and password required)

BlazerID: _____

Password: _____

5 Click "Immunizations" tab, and view your specific requirements.

Immunizations

6 Click "Add immunization Record"

Add immunization record...

and upload your scanned documents for your various clearance requirements.

(Must be JPEG, JPG, PNG, GIF or PDF)

7 You may also fax your immunization records to SHW at 205-996-SHOT (7468).

8 Your immunization status will be reflected on your student profile in BlazerNET and on the Patient Portal under "Immunizations" tab, as you update and complete your requirements.

The purpose of the medical clearance process is to ensure a safe and healthy environment on the UAB campus. Medical clearance requirements vary by school and student type. **These requirements must be met before the first day of class to avoid having a registration hold placed on your student account, registration cancelled, or being unable to begin classes.**

UAB Student Health and Wellness
1714 9th Avenue South

Please use the **Patient Portal** to contact Student Health and Wellness. This is the most efficient way to inquire aabout your immunizations or test results.

Medical Clearance/Immunization Requirements

To ensure a safe and healthy campus, UAB requires all entering students to satisfy immunization/TB requirements. **All requirements must be met prior to enrolling at the university**.

Requirements:

- Physical Exam
- MMR (Measles, Mumps, Rubella)
- Tdap – (Tetanus, Diphtheria, Acellular Pertussis)
- Varicella (Chickenpox/Shingles)
- Meningococcal
- Hepatitis B with antibody titer
- Tuberculosis testing (<u>annual</u> 2 step tb skin test)
- Clinical Health History Form
- Flu

Deadline:

- July 15, 2021 (Subject to change)

Submit Your Documentation:

- Log into BlazerNET at **www.uab.edu/BlazerNET** using your Blazer ID and password, Click on "Patient Portal" and log in using your Blazer ID and password.
- Click on "Forms", then click "Add immunization record"

You will have the ability to scan and upload documents for your various clearance requirements. (Must be JPEG, JPG, PNG, GIF or PDF). You may also fax your immunization records to SHW at 205-996-SHOT (7468).

You can access your specific immunization/TB requirements and general information at the following link: **http://www.uab.edu/studenthealth/medical-clearance/general-info** .

We look forward to serving you during your time at UAB. Feel free to contact us if you have any questions or concerns.

Student Health and Wellness
205.975.7753

UAB Student Health and Wellness
Health History Form
Learning Resource Center
1714 9th Avenue South, 3rd Floor
Birmingham, Alabama 35294-1270
(205) 934-3580

ONLY USE THIS FORM IF YOU CANNOT SUBMIT THE ELECTRONIC HEALTH HISTORY IN THE PATIEN PORTAL.

Please save this form and upload it to your patient portal for your medical clearance.

Entering Semester: ☐ Fall ☐ Spring ☐Summer •Year_____ •UAB Student No. ___B_____

General Information

Full Name:_____ Gender: ☐ Male ☐ Female
       Last   First   MI   ☐ Transgendered ☐ Transitional

Date of Birth: *Month*: _____ *Day*: _____ *Year*: _____

School: _____ Program or Major Code:_____
    CAS, Med, Dent, SHP, Nurs. etc.   Education, History, Physics, Biology, etc.

Current Email address: _____ Blazer ID: _____

Are you an International Student or Scholar? ☐Yes ☐No If Yes, which country?_____

Telephone number: _____ _____ Height: _____ Weight:_____
          Home   *Cell*

Local Address: _____

Permanent Address _____

Primary emergency contact: _____Telephone number: _____Relationship: _____

Secondary emergency contact: _____Telephone number: _____Relationship: _____

Personal Health History

Medical Conditions

Please list any surgeries, asthma, diabetes, ADHD, injuries, hospitalizations, etc.

Name	Description	Year

Medications

Please list prescription, non-prescription, vitamins, birth control, etc.

Name	Description	Dosage

Food/Medicine Allergies

Please list penicillin, codeine, insect bites, antibiotics, specific food or chemical, etc.

Family & Personal Health History (to be completed by the student)
Has any person, related by blood, had any of the following?

Yes	No		Relationship		Yes	No		Relationship
		High Blood Pressure					Cholesterol or blood fat disorder	
		Stroke					Blood clotting disorder	
		Cancer					Psychiatric	
		Heart attack before age 55					Suicide	
		Diabetes					Alcohol/drug problems	
		Glaucoma						

Have ever had or now have: (please check at right of each item and if yes, indicate year of first occurrence)

Yes	No	Symptom	Year		Yes	No	Symptom	Year
		High Blood Pressure					Mononucleosis	
		Rheumatic fever					Hay fever	
		Heart trouble					Head/neck radiation	
		Pain/pressure in chest					Arthritis	
		Shortness of breath					Concussion	
		Asthma					Frequent/severe headache	
		Pneumonia					Dizziness/fainting spells	
		Chronic cough					Severe head injury	
		Tuberculosis					Paralysis	
		Tumor/cancer (specify)					Epilepsy/seizures	
		Malaria					Blood transfusion	
		Thyroid trouble					Protein in blood or urine	
		Serious skin disease					Ulcer (duodenal/stomach)	
		Hearing loss					Intestinal trouble	
		Sexually transmitted disease					Pilonidal cyst	
		Severe menstrual cramps					Allergy injection therapy	
		Irregular periods					Back injury	
		Frequent vomiting					Broken bones	
		Gall bladder or gallstones					Kidney infection	
		Jaundice or Hepatitis					Bladder infection	
		Rectal disease					Kidney stone	
		Severe/recurrent abdominal pain					**Mental Health History**	
		Sinusitis					Sleep problems	
		Hernia					Self-injurious Behavior	
		Chicken pox					Depression/bipolar	
		Anemia/Sickle Cell Anemia					Anxiety/panic	
		Eye trouble besides glasses					LD/ADD/ADHD	
		Bone, joint, other deformity					Eating Disorder	
		Shoulder dislocation					Obsessive compulsive	
		Knee problems					Self-induced vomiting	
		Recurrent back pain					**Substance Use History**	
		Neck injury					Alcohol/drug problem	
		Diabetes					Smoke 1+ pack cigs/week	

![UAB SCHOOL OF NURSING]

REGISTRATION

To register for courses, please sign in to BlazerNET (www.uab.edu/blazernet).
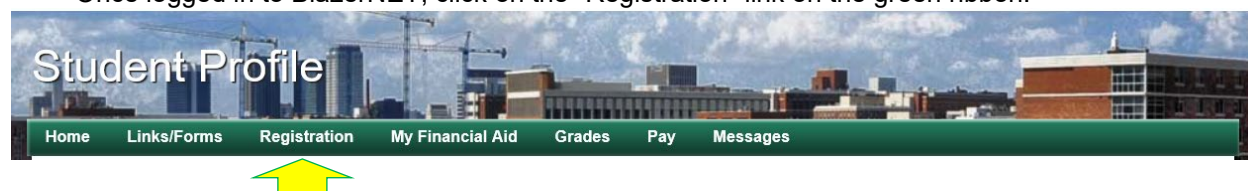Access to BlazerNET requires a BlazerID and password.

UAB Central Authentication System
Enter your BlazerID and Password:

BlazerID: [_____]

Password: [_____]

How to Register through BlazerNET
- Once logged in to BlazerNET, click on the "Registration" link on the green ribbon.

Student Profile

| Home | Links/Forms | Registration | My Financial Aid | Grades | Pay | Messages |

To look up the Course Reference Number for your course(s)
- Click on the "Look Up Classes" link to search the available courses for the term. You may search for classes with several different criteria, but the only block that must be utilized is the *Subject* block.

1.
Registration

Select Term
Look Up Classes
Add, Drop or Withdraw Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Status
Active Registration
Registration History
Enrollment Verification Request
Banner Self-Service Enrollment Verification Request
Order Text Books
Schedule Planner -- New!!!
Create the perfect class schedule.
Schedule Planner Registration Cart
RELEASE: 8.8

2.
Select Term

💬 **May, 10-Week. Summer A, and Summer B session classes are listed under the Summer Term.**

Search by Term:
[None ▼]

[Submit] [Reset]
RELEASE: 8.7.1.2

3.
Look Up Classes

Subject:
NOH-Nursing -Occupational Hlth
NPE-Nursing - Pediatrics
NPN-Psyc Mental Hlth Nur Prac
NRM-Nursing - Research Methods
NST- NUR - Statistical Methods
NTC-Nursing - Teaching
NTR-Nutrition Sciences
NUR-Nursing
NWH-Nursing - Womens Health
OB-Oral Biology

[Course Search] [Advanced Search] [UAB Online/Distance Class Search]

- Once the classes are visible, register for the course(s) by clicking on the empty checkbox to the left of the CRN and clicking on the Register button at the bottom of the screen.
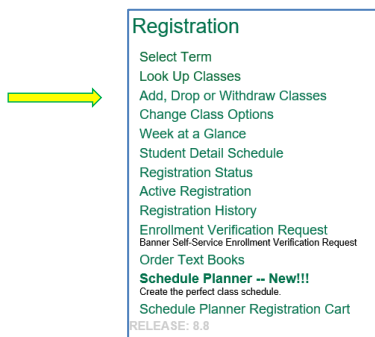
Sections Found

MA-Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Comments

MA-180 PREREQUISITES: Undergraduate level **MA 102** Minimum Grade of C or Undergraduate level **MA 105** Minimum Grade of C or Undergraduate level **MA 106** Minimum Grade of C or Undergraduate level **MA 107** Minimum Grade of C or Undergraduate level **MA 110** Minimum Grade of C or Undergraduate level **MA 125** Minimum Grade of C or Undergraduate level **MA 225** Minimum Grade of C

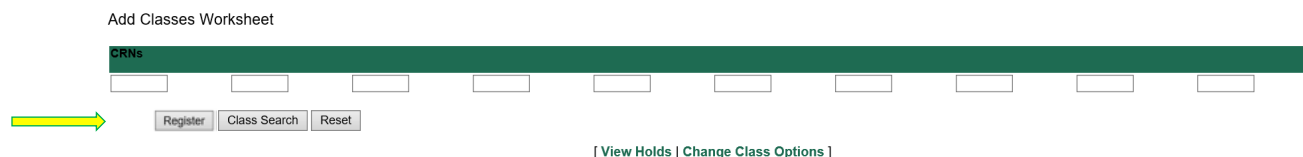| ☐ | **36779** | MA | 180 | ZN | 01 | 3.000 | Intro to Statistics | MW | 08:00 am-08:50 am | 55 | 21 | 34 | 10 | 0 | 10 | TBA | 01/08-04/27 | CH 443 | Recommended that 2 years of high school algebra or MA102 has been completed before taking course. First day attendance is mandatory.Students who have |

[Register] [Add to WorkSheet] [New Search]

[**Week at a Glance | Student Detail Schedule**]

If you already know the CRN for your course(s)

- Click on the "Add/Drop Classes" link in the "Registration Tools" channel.

Registration

Select Term
Look Up Classes
→ Add, Drop or Withdraw Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Status
Active Registration
Registration History
Enrollment Verification Request
Banner Self-Service Enrollment Verification Request
Order Text Books
Schedule Planner -- New!!!
Create the perfect class schedule.
Schedule Planner Registration Cart
RELEASE: 8.8

- The Add/Drop worksheet will appear. There will be a row of empty blocks. Type in the 5-digit CRN for your course in any of the blocks. If you are registering for more than one course, tab over to another block and enter in all of the courses at one time. (You do not need to type in the subject or number for the course, only the CRN is required!)
- Click on the *Register* button at the bottom of the screen when complete.

Add Classes Worksheet

CRNs

→ [Register] [Class Search] [Reset]

[View Holds | Change Class Options]

IMPORTANT NOTE:

Register for co-requisites in your Clinical Sequence by selecting **BOTH** courses required at the same time. Failure to select both courses at the same time will cause an error and not allow you to register for either course until **BOTH** are selected simultaneously.

If you receive a Registration Error Message when registering, please contact the Office of Student Success in the School of Nursing 205-975-7529

Please see the list below of **common registration errors:**

- *RAC:* A Registration Access Code (RAC) is required for your account.
- *CORQ:* Course has a corequisite. The CRN of the required corequisite should follow the CORQ error message. Please submit the courses simultaneously.
- *PREQ/TEST SCORE:* Course has a prerequisite or test placement requirement. The CRN or title of the required prerequisite should follow the PREQ error message.
- *CLOSED SECTION:* There are no more seats available in the course.
- *NEED INSTRUCTOR PERMISSION:* Permission of the instructor is required to take this course.
- *LEVEL RESTRICTION:* Your classification level is invalid for this course.
- *HOLDS:* Holds are on your account, which restrict you from registering. Please scroll down until you see a "View Holds" icon. This icon will show your specific holds. Please see the department listed to remove the hold.

UAB SCHOOL OF NURSING

American Health Insurance Portability and Accountability Act of 1996 (HIPAA)

**HIPAA training is a one-time training

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 in order to complete the requirement and receive credit.

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

To access the HIPAA training course go to:
(clicking the link enrolls you into the course)
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 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 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 have access electronically to your training. Once you complete the training you should expect **2** business days before your hold is removed.

If you are having problems accessing Campus Learning or accessing your course/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.

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Bloodborne Pathogens Course (OSHA)
Occupational Safety and Health Administration

Bloodborne Pathogens Course is REQUIRED ANNUALLY.

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

To access the "Bloodborne Pathogens Course" (OSHA) training go to:

(clicking the link enrolls you into the course)

https://uab.docebosaas.com/lms/index.php?r=course/deeplink&course_id=153&generated_by=151665&hash=c521d66fdfc107127e15b8255bd9640cb1465247

- Click on LOGIN WITH BLAZERID
- Log in using your BlazerID 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)

- Log in to Campus Learning https://uab.docebosaas.com/learn
- Click on LOGIN WITH BLAZERID
- Log in using your BlazerID and password
- Upper left corner click on ☰
- Select Learning & Development ➡ My Activities ➡ Certifications ➡ Check "Also show expired certifications" ➡ Annual Compliance – BIO500 Certification ➡ RENEW NOW
- Subscribe to the course in order to renew it. All previous certificate's will be available in the Learning Locker
- 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 have access electronically to your training. Once you complete the training you should expect **2** business days before your hold is removed.

If you are having problems accessing Campus Learning or accessing your course/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.

UAB SCHOOL OF NURSING

ACADEMIC CALENDAR

Fall 2021

Fall 2021	
Assigned Time Registration	April 5 – April 16, 2021
Open Registration	April 19 – August 22, 2021
Classes Begin	August 23, 2021
Late Registration (after classes begin)	August 23 – August 30, 2021
Last Day to Drop/Add (without paying full tuition & fees)	August 30, 2021
Labor Day Holiday	September 6, 2021
Last Day to Withdraw	September 7, 2021
Thanksgiving Break	November 22 – 28, 2021
Last day of Class	December 3, 2021
Final Exams	December 6 -10, 2021
Commencement	December 10, 2021
Grades Due (by midnight)	December 13, 2021
Grades Available Online	December 15, 2021

UAB | SCHOOL OF NURSING

Knowledge that will change your world

Contacts

MSN Program Manager
    Ms. Charlene Bender
    205-934-5491   fax 205-934-5490
    cbender@uab.edu

Director of Student Success
    Mr. John Updegraff
    205-975-3370   fax 205-934-5490
    jupde22@uab.edu

Registration Issues
    Kevin Jerrolds, Registrar
    205-934-7605   fax 205-934-5490
    sonregistrar@uab.edu

    Latasha Harris, Assistant Registrar
    205-934-6778   fax 205-934-5490
    sonregistrar@uab.edu

Drug Screen / Background Check Issues
    Ms. Pat Little
    205-996-7130   fax 205-996-7157
    plittle2@uab.edu

HIPAA and OSHA Issues
    Office of Student Success
    205-975-7529   fax 205-934-5490
    sonstudaffrs@uab.edu

Scholarships
    Ms. Stephanie Hamberger
    205-934-5483   fax 205-996-7157
    ssallen@uab.edu

UAB Student Health

    Send questions through patient portal: https://studentwellness.uab.edu/login_directory.aspx

    Ms. Candace Ragsdale – Health Insurance
    waiver 205-996-2589   fax 205-975-6193
    crags@uab.edu

VIVA Health (health insurance)
    Allisha Griffin Calhoun, Account Service Representative
    www.vivahealth.com

UAB SCHOOL OF NURSING

ONE CARD

Dear Fall 2021 Cohort:

All students need to visit the following website to submit a ONE Card photo prior to coming to campus for the MSN Orientation. To do so, please visit the following website: https://campuscard.uab.edu/bbapps/photosubmit/

You will be required to have a BlazerID to complete this process. This process could potentially allow for us to have all cards printed and ready to distribute when you arrive on campus. For those that fail to submit photos ahead of time, they will still need to get their picture made and their card printed. **UAB employees do not need to submit a new picture or obtain a new ONE Card. Make sure your full name is correct in BlazerNet so that it will show up on your ID correctly.**

DO

- Submit current color photo in jpg format
- Use a White/Off-White wall as a solid background
- Center and front view of full face
- Crop just above the top of the head to the collarbone
- Wear prescription glasses if you normally do so
- Limit photo size to .75 MB or 768KB

DON'T

- Wear hats, sunglasses or other items that obscure the face
- Submit with glare on glasses or shadows
- Include visible people or objects
- Use inappropriate expressions

CORRECT SAMPLE: