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

UPON RECEIPT OF THIS LETTER:
Deadline for item 1 is May 15, 2022

☐ 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 2022 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 address. 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)

Deadline for items 3 – 5 is June 30, 2022

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

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

☐ 5. Attend a mandatory New Student Orientation. Specific Specialty Track orientation session dates are scheduled for June 6-7, 2022 and June 13-14, 2022 (your assigned date is noted in your offer email).

Deadline for items 6 – 7 is July 15, 2022

☐ 6. Check your email for background check email, and complete within ten business days of email arrival from Global HR Research, GHRR (UABSchoolofNursingMSN@screening.services). **

☐ 7. Once you have ordered and paid for your background check, you will receive an email from OTSWEBAPP@LabCorps.com, which will contain your LabCorp drug screening registration and a link to find a LabCorp facility nearest to your location.

** Deadline is 10 business days from original background check email **
The background check and drug screening deadline is subject to change. Please plan to complete the background check and drug screening, and we will continue to evaluate as the deadline approaches.

Deadline for items 8 – 12 is August 21, 2022

☐ 8. Complete HIPAA (HIPAA Instructions; Attachment C), OSHA (Bloodborne Pathogens Course; Attachment D) Training will be available 90 days prior to classes starting.

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


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

☐ 12. Check the Academic Calendar for important dates (Attachment F).

☐ 13. Log on to Canvas - First Day of Class – August 22, 2022!
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 Updegraaff 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.
Medical Clearance/Immunization Requirements

We recommend you submit requirements and plan to complete any missing portions as soon as possible. Medical clearance compliance will be required prior to starting classes. Please contact UAB Student Health with any questions via the Patient Portal.

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 (*annual 2 step tb skin test*)
- Clinical Health History Form
- Flu

**Deadline:**
- July 15, 2022 (Subject to change)

**Submit Your Documentation:**
- Log into BlazerNET at [www.uab.edu/BlazerNET](http://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](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
Create your BlazerID if you have not already done so (uab.edu/blazerid).

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).

You are admitted to UAB.

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

Click “Immunizations” tab, and view your specific requirements.

Click “Add immunization Record” and upload your scanned documents for your various clearance requirements. (Must be JPEG, JPG, PNG, GIF or PDF)

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 about your immunizations or test results.
### General Information

- **Full Name:**
- **Gender:**
  - [ ] Male
  - [ ] Female
  - [ ] Transgendered
  - [ ] Transitional
- **Date of Birth:**
  - **Month:**
  - **Day:**
  - **Year:**
- **School:**
  - [ ] CAS, Med, Dent, SHP, Nurs. etc.
  - [ ] Education, History, Physics, Biology, etc.
- **Program or Major Code:**
- **Current Email address:**
- **Blazer ID:**
- **Are you an International Student or Scholar?**
  - [ ] Yes
  - [ ] No
  - **If Yes, which country?**
- **Telephone number:**
  - **Home:**
  - **Cell:**
- **Local Address:**
- **Permanent Address:**
- **Primary emergency contact:**
  - **Telephone number:**
  - **Relationship:**
- **Secondary emergency contact:**
  - **Telephone number:**
  - **Relationship:**

### Personal Health History

#### Medical Conditions

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Year</th>
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#### Medications

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<th>Name</th>
<th>Description</th>
<th>Dosage</th>
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### Food/Medicine Allergies
### Family & Personal Health History

Has any person, related by blood, had any of the following?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Relationship</th>
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### Has ever had or now have: (please check at right of each item and if yes, indicate year of first occurrence)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Symptom</th>
<th>Year</th>
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<tr>
<td></td>
<td></td>
<td>High Blood Pressure</td>
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<td></td>
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<td>Stroke</td>
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<td>Cancer</td>
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<td>Heart attack before age 55</td>
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<td></td>
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<td>Diabetes</td>
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<td>Glaucoma</td>
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<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Symptom</th>
<th>Year</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Mononucleosis</td>
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<td>Hay fever</td>
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<td>Head/neck radiation</td>
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<td>Arthritis</td>
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<td>Concussion</td>
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<td>Frequent/severe headache</td>
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<td>Dizziness/fainting spells</td>
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<td>Severe head injury</td>
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<td>Paralysis</td>
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<td>Epilepsy/seizures</td>
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<td></td>
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<td>Blood transfusion</td>
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<td>Protein in blood or urine</td>
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<td></td>
<td></td>
<td>Ulcer (duodenal/stomach)</td>
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<td></td>
<td>Intestinal trouble</td>
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<td>Pilonidal cyst</td>
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<td>Allergy injection therapy</td>
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<td>Back injury</td>
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<td></td>
<td>Broken bones</td>
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<td>Kidney infection</td>
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<td></td>
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<td>Bladder infection</td>
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<td></td>
<td></td>
<td>Kidney stone</td>
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#### Mental Health History

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<th>Mental Health History</th>
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<tbody>
<tr>
<td>Sleep problems</td>
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<tr>
<td>Self-injurious Behavior</td>
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<tr>
<td>Depression/bipolar</td>
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<tr>
<td>Anxiety/panic</td>
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<tr>
<td>LD/ADD/ADHD</td>
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<tr>
<td>Eating Disorder</td>
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<tr>
<td>Obsessive compulsive</td>
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<tr>
<td>Self-induced vomiting</td>
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</tbody>
</table>

#### Substance Use History

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<thead>
<tr>
<th>Substance Use History</th>
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<tbody>
<tr>
<td>Alcohol/drug problem</td>
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<tr>
<td>Smoke 1+ pack cigs/week</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Date of Birth (mm/dd/yyyy)</th>
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**Permanent Address**

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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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**Height**

**Weight**

**TPR**

**BP**

**Vision:**
- Corrected Right 20/_____ Left 20/_____
- Uncorrected Right 20/____ Left 20/_____
- Color Vision ____________________________

**Are there abnormalities? If so, describe full**

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<tr>
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<th>WNL</th>
<th>ABN</th>
<th>DESCRIPTION (attach additional sheets if necessary)</th>
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<tr>
<td>1. Head, Ears, Nose, Throat</td>
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<td>2. Eyes</td>
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<tr>
<td>3. Respiratory</td>
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<td>4. Cardiovascular</td>
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<td>5. Gastrointestinal</td>
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<td>6. Hernia</td>
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<td>7. Genitourinary</td>
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<td>8. Musculoskeletal</td>
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<td>9. Metabolic/Endocrine</td>
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<td>10. Neuropsychiatric</td>
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<td>11. Skin</td>
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<tr>
<td>12. Mammary</td>
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A. Is there loss or seriously impaired function of any organs?  
   - No  
   - Yes

Explain ____________________________

A. 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  __________________
Area Code/PhoneNumber
UAB Student Health & Wellness Immunization Form

Clinical Domestic 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.

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.

   EITHER

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

   OR

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

   Laboratory evidence of immunity to all three diseases:
   Measles Date: ____/____/____ Result: _______________
   Mumps Date: ____/____/____ Result: _______________
   Rubella Date: ____/____/____ Result: _______________

*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: ____/____/____

*If Hep B surface antibody is non-reactive, repeat series and post-vaccine surface antibody titer are required.

   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.

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.

   EITHER

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

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

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**: All students 21 and younger are required to show documentation of a meningitis 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. 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.

   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: _____
   OR
   a. IGRA (Tspot or Quantiferon TB Gold) blood test and UAB TB Questionnaire within 3 months prior to matriculation:
      Date: _____/_____/_____ Positive: _____ Negative: _____
   b. UAB TB Questionnaire

*If positive skin test or IGRA result, Chest X-Ray within 3 months prior to matriculation and UAB TB 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: _____

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: _____/_____/_____ 

Office Stamp (if Available):
**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.

<table>
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<th>State</th>
<th>Zip Code</th>
<th>Area Code/Phone Number</th>
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Height _________  Weight _________  TPR _____/_____/_____  BP _____/_____  

**REQUIRED**

Vision: Corrected  Right 20/____  Left 20/____

Uncorrected  Right 20/_____  Left 20/____

Color Vision _________________________________

<table>
<thead>
<tr>
<th>Are there abnormalities? If so, describe full</th>
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<td>2. Eyes</td>
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<td>3. Respiratory</td>
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<td>4. Cardiovascular</td>
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<td>5. Gastrointestinal</td>
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<td>6. Musculoskeletal</td>
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<td>9. Skin</td>
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<td>Other</td>
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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
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](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](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.
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)

• 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)
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*
  (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.
REGISTRATION

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

How to Register through BlazerNET

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

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

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
   - RIOH-Nursing - Occupational Health
   - NPE-Nursing - Pediatrics
   - NUS-Nursing - Mental Health Nursing
   - NRM-Nursing - Research Methods
   - NCT - NUR - Statistical Methods
   - NTC-Nursing - Teaching
   - NTR - Nutrition Sciences
   - MATHEMATICS
   - MA101-Nursing - Women's Health
   - CHI-Oral Hygiene

   - 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.

[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.

• 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.

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.
### ACADEMIC CALENDAR

**Fall 2022**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Time Registration</td>
<td>March 28 – April 8, 2022</td>
</tr>
<tr>
<td>Open Registration</td>
<td>April 10 – August 21, 2022</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 22, 2022</td>
</tr>
<tr>
<td>Late Registration (after classes begin)</td>
<td>August 22 – August 29, 2022</td>
</tr>
<tr>
<td>Last Day to Drop/Add (without paying full tuition &amp; fees)</td>
<td>August 29, 2022</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>October 14, 2022</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 21 – 27, 2022</td>
</tr>
<tr>
<td>Last day of Class</td>
<td>December 2, 2022</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 5 – 9, 2022</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 9, 2022</td>
</tr>
<tr>
<td>Grades Due (by midnight)</td>
<td>December 12, 2022</td>
</tr>
<tr>
<td>Grades Available Online</td>
<td>December 14, 2022</td>
</tr>
</tbody>
</table>
Dear Fall 2022 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:**

![Correct Sample Image]
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