

✓	<p align="center"><b>GRADUATE NURSING STUDENT CHECKLIST</b></p> <p align="center">Spring 2021 Semester Completion Deadline: <b>December 15, 2020</b></p>
	<p><b>Activate your Patriot Email Account</b> All communication by the School of Nursing and the officials of The University of Texas at Tyler will be processed through your UT Tyler email account, and we will start using it effective immediately. <a href="http://www.uttyler.edu/ccs/patriots-account.php">http://www.uttyler.edu/ccs/patriots-account.php</a></p>
	<p><b>Complete the Qualtrics Survey</b> Includes important consent agreements, t-shirt size request, etc. <a href="https://uttyler.az1.qualtrics.com/jfe/form/SV_agj8hWHcrhjqp7">https://uttyler.az1.qualtrics.com/jfe/form/SV_agj8hWHcrhjqp7</a></p>
	<p><b>Sign Degree Plan and Return:</b> Please review the part and full time degree plan options before completing the Qualtrics survey. <b>You will indicate your choice on the survey and a personalized degree plan will be prepared and sent to you for signature via DocuSign</b></p> <p>View degree plan options here:  <a href="https://www.uttyler.edu/nursing/college/graduate/degreeplans_graduate_nursing.php">https://www.uttyler.edu/nursing/college/graduate/degreeplans_graduate_nursing.php</a></p>
	<p><b>Pay the Orientation Fee</b> of \$55 through EventBrite: (not refundable)  <a href="#">GRADNURSORIENTATIONSRING21</a></p> <p>The orientation fee covers cost associated with:</p> <ul style="list-style-type: none"> <li>• StrengthsFinder Assessment code: Our program is based upon a strengths model. You will have the opportunity to complete a StrengthsFinder assessment to identify your strengths. Assessment results are used in various program courses. The code will be emailed to your Patriots email account approximately 6-8 weeks before the semester begins.</li> <li>• School of Nursing lab coat patch: will be mailed to address in MyUTTyler just before semester begins</li> <li>• MSN T-Shirt will be mailed to address in MyUTTyler just before semester begins</li> </ul>
	<p><b>Save the Date for the Mandatory Online Orientation: January 14, 2021 at 12:00 p.m.</b> The Zoom links will be in the ORG MiSsioN: Possible Canvas Orientation tab. This informative session will allow you to interact with your program director and fellow students.</p>
	<p><b>Register through MyUTTyler:</b> Spring 2021 registration opens on 11/2/2020. All new students have a CNHS registration hold in place which will be released after you have completed items 1 -3 You can review registration instructions at <a href="http://www.uttyler.edu/registrar/registration/general_registration.php">http://www.uttyler.edu/registrar/registration/general_registration.php</a></p>

	<p><b>Create an Account and Pay the Service Fee for CastleBranch.com</b> using code HU21  <b>(NOT NEEDED FOR MSN-INFORMATICS PROGRAM)</b>  This fee covers costs associated with:</p> <ul style="list-style-type: none"> <li>• Background Check (must be completed by 1/15/2021)</li> <li>• Drug Screen (must be completed by 1/15/2021)</li> <li>• Medical Document Manager <i>(It is best to start this right away, in case you need to update immunizations or titers, but it is MANDATORY to make sure that all items are complete in the semester before your first clinical course.)</i></li> </ul> <p><a href="https://www.utt Tyler.edu/nursing/college/graduate/files/castlebranch_instruction_sheet.pdf">https://www.utt Tyler.edu/nursing/college/graduate/files/castlebranch_instruction_sheet.pdf</a></p>
	<p><b>Join the Launch Pad for Your Program</b> when you receive the invitation from Canvas via Patriot email. The Launch Pads are Canvas groups for each program, designed to help newly admitted students connect with each other and the graduate program staff, locate information, and ask questions. You'll have access to it up until the semester starts. Please make the launch pad your go-to site as you get ready for your graduate school journey.</p>
<p><b>STEPS TO COMPLETE AFTER YOU'RE REGISTERED FOR CLASSES</b></p>	
	<p><b>Create an Account and Pay the Service Fee for InPlace.com</b> via <a href="https://utt Tyler-us.inplacesoftware.com/signon/account/login?returnUrl=%2Fsignon%2F">https://utt Tyler-us.inplacesoftware.com/signon/account/login?returnUrl=%2Fsignon%2F</a></p> <p>Instructions on accessing InPlace/Quick Start Guide:  <a href="https://www.utt Tyler.edu/nursing/college/graduate/files/inplace_quick_start_guide.pdf">https://www.utt Tyler.edu/nursing/college/graduate/files/inplace_quick_start_guide.pdf</a></p>
	<p><b>Complete the orientation modules in Canvas</b> There are online modules that must be completed before the day of the online orientation and these may take a total of several hours, but do not have to be done all in one sitting. You will receive an invitation to join the MiSsioN:Possible group via your Patriots email in July.</p>
	<p><b>Obtain your Student ID and Nursing Badge</b> This must be done prior to the first day of classes but <u>AFTER</u> you have registered for classes per campus policy.</p> <p>Instructions: <a href="https://www.utt Tyler.edu/nursing/college/graduate/files/student_id_badge_instructions.pdf">https://www.utt Tyler.edu/nursing/college/graduate/files/student_id_badge_instructions.pdf</a></p>

*If you have any questions, please contact the Graduate Nursing Advisor at [irainey@utt Tyler.edu](mailto:irainey@utt Tyler.edu) or 903-566-7243.*

*Congratulations on your admission to the graduate nursing program – we look forward to working with you!*