



## NIQS CERTIFICATE PROGRAM CHECKLIST Fall 2023

**We recommend you SAVE a copy of this checklist for future reference**

- 1. Activate your Patriot Email Account** All communication by the School of Nursing and The University of Texas at Tyler will be sent through your UT Tyler email account. We will start using it effective immediately.  
<https://www.uttyler.edu/technology-support/patriots-account/>
- 2. Complete the Qualtrics Survey** Includes important consent agreements, etc.  
[https://uttyler.az1.qualtrics.com/jfe/form/SV\\_agi8hWHcrhjqp7](https://uttyler.az1.qualtrics.com/jfe/form/SV_agi8hWHcrhjqp7)  
**VERY IMPORTANT!**  
**BEFORE you complete the survey**, please review the part- and full-time degree plan options here:  
[https://www.uttyler.edu/nursing/college/graduate/degreeplans\\_graduate\\_nursing.php](https://www.uttyler.edu/nursing/college/graduate/degreeplans_graduate_nursing.php) .  
**You will indicate your choice on the survey and a personalized degree plan will be prepared and sent to you.**
- 3. Sign and return the Graduate Admission Acceptance Affirmation form** that will be sent along with your degree plan. Your CNHS registration hold will be released after we receive your signed form.
- 4. Register through MyUTTyler: Fall 2023 registration opens April 2<sup>nd</sup>**  
**IMPORTANT!!! All new students have a CNHS registration hold in place which will be released after you have completed steps 1 -3 from this checklist.**  
  
The Registrar's Office has a complete library of how-to videos and pdf's to guide you through all aspects of the registration process. You can find them by choosing "Registration Tutorials": on this webpage:  
<https://www.uttyler.edu/registrar/registration/>
- 5. Save the Date for the Mandatory Online Orientation: DATE NOT CURRENTLY AVAILABLE. IT WILL BE IN AUGUST AND FURTHER DETAILS WILL BE SENT WHEN THEY HAVE BEEN CONFIRMED.**
- 6. Join the Launch Pad for Your Program** 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 through the first week of the semester. Please make the launch pad your go-to site as you get ready for your graduate school journey!

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