March 2017

Dear Nursing Student,

Again, congratulations on being accepted to the nursing program on the Longview campus. The purpose of this packet is to share information regarding matters you need to take care of prior to the first day of the Fall 2017 semester. Classes begin on **August 28, 2017**. The School of Nursing is committed to your success in the program.

You will need to print the entire Generic BSN Student Admission Packet - Longview. Read each form carefully, follow the directions, and submit required documentation to your academic advisor, Ms. Peggy Sadler.

Please note that if you are completing any pre-requisite courses, you must have all official transcripts sent to the School of Nursing to the attention of Ms. Peggy Sadler, Longview University Center, 3201 N. Eastman Rd., Longview, TX as soon as possible. Your admission is conditional on your successful completion of all courses you are presently or will be taking prior to Fall 2017. This admission is also conditional on a clear background check. If there is not a clear background check, you will need to drop your Fall 2017 Level 1 nursing classes.

You must contact your nursing advisor, Ms. Peggy Sadler, at 903-663-8103, or by e-mail at psadler@uttyler.edu by **5:00 PM, May 15, 2017** to be released for registration. Please print your Student Admission packet and complete the required information before contacting the Advisor. Your immunizations and CPR documentation are due on CastleBranch by **August 23, 2017**. The criminal background check that is required prior to admission is conducted by the Texas Board of Nursing (BON). Your name has been submitted to the BON as a new student for Fall 2017. You will need to wait until you receive notification from our office before you schedule your fingerprinting appointment.
If you know that there will be a hit on your background check, then you must file a Declaratory Order with the BON. You must notify your nursing advisor that you have or will be filing an Order with the BON. The Process for a Declaratory Order is:

1. Access [www.bon.state.tx.us](http://www.bon.state.tx.us) and click on Forms. Under Initial Licensure and Recognition Forms you will see Declaratory Order.
2. Download the form and complete as directed. It is very lengthy.
3. **You will not be released to enroll for nursing courses until you submit a copy of the letter from the BON to the Associate Dean for Undergraduate Nursing.**
4. Some reviews can take as long as a year depending on the severity of the infraction.

Another requirement is that every student in the School of Nursing is required to undergo urine drug screening. Be sure to read the document in the Admission Packet. No drug screen results will be accepted except from the facility indicated on the information sheet.

Sincerely
Admissions and Progression Committee
College of Nursing
The University of Texas at Tyler
March 2017

Dear Nursing Student:

Welcome to the School of Nursing at The University of Texas at Tyler! This is an exciting time of change and growth for the nursing profession. The next two years will be both challenging and rewarding for you. The purpose of this packet is to share information regarding matters you need to take care of prior to the first day of the Fall 2017 semester. Classes begin on August 28, 2017. The School of Nursing is committed to your success in the program.

A checklist has been provided to ensure that you take care of all the requirements prior to the first day of class. Please read all the information and directions very carefully. It is important that you follow through with getting the required documentation submitted.

Again, welcome to the program. I look forward to meeting you.

Best Wishes,

Dr. Belinda Deal

Belinda Deal, PhD, RN, CNE
BSN Program Director
March 2017

Dear Longview Nursing Student:

As Director of Longview Nursing Programs, I want to welcome you. The first few weeks of the program are always hectic and a little anxiety provoking. I want to make your transition into the nursing program as smooth as possible.

IMPORTANT: Please e-mail Ms. Peggy Sadler at psadler@uttyler.edu or call 903-663-8103 to accept or decline your admission by April 7, 2017.

It is mandatory that you attend the Level 1 orientation held at the Longview campus on Wednesday, August 23, 2017. It will be a chance to meet faculty and students. In addition we have some important information to provide to you that will assist you in starting our program.

You must have your immunizations documentation uploaded to CastleBranch, by orientation on August 23, 2017. Please realize the immunizations and CPR are required before you can start clinicals. We encourage students to maintain their own file with documentation for immunizations, drug screening, and criminal background checks as some clinical sites are requiring direct copies of this documentation from students. We have included information on various CPR classes in our area.

I look forward to meeting each and every one of you. If you have any questions or concerns you would like me to address, please feel free to call me at 903-663-8227 or email me at hhakim@uttyler.edu.

Sincerely,

Helene Hakim PhD, RN
Director of Longview Nursing Programs
March 2017

Dear University of Texas at Tyler Longview University Center Nursing Student:

Good Shepherd Medical Center (GSMC) has instituted a software scheduling system for all students who have clinical in their organization. We are required to use this software in order to schedule students for clinical at their facility. Unfortunately there is a cost associated with it. Since it is a unique requirement of GSMC, we cannot make it part of the lab fees. Fortunately the cost is only a one-time fee of $13 (subject to change). We do however need you to register with the company and pay the fee **AS SOON AS POSSIBLE.** This puts you in the system so that our instructors can start scheduling your clinical. We want to have the clinical spots secured as quickly as possible.

The instructions for registering with the company and for making payment are as follows:

1. Navigate to [www.fisdap.net](http://www.fisdap.net)
2. Click on **Create an Account**
3. Where it asks for a product code, enter—**UTTyle1416-SA**
4. Click **Continue>**
5. The next screen will tell you’re signing up for a paramedic level account ---that’s what you should be expecting, even though you’re a nursing student. It’s just a limitation of the software. (The program was initially developed for use with paramedics.)
6. From there, you can fill out credit card info, pay your $13, and finish creating your account. (Please note they will only take credit cards.)

We ask that you do this by **Monday, May 15.** Also please contact Ms. Sadler at 903-663-8103 or through email at [psadler@uttyler.edu](mailto:psadler@uttyler.edu) when you have registered. This way she can maintain a record of who has registered and can pass the information on to your instructors. We appreciate your consideration in this matter.

Sincerely,

Helene Hakim PhD, RN
Director of Longview Nursing Programs
SCHOOL OF NURSING AND HEALTH SCIENCES
Longview Campus Checklist

Copies of all required documentation must be submitted to your advisor, Ms. Peggy Sadler, no later than August 23, 2017. Please activate your patriot email account if you have not already done so and check it daily beginning now and throughout the nursing program.

REQUIRED FOR SCHOOL OF NURSING:

___ Complete the required fingerprinting which triggers the background check through the Texas Board of Nursing or submit a copy of Declaratory Order Letter from the Board. You must wait until you receive notification and instructions from our office before you schedule your appointment for fingerprinting.
___ ID Badge: $5. You will need to pay $5.00 to the Cashiers Office to have your badge made (see instructions included in this packet). There will be a $15.00 charge if you lose your badge. You must have a nursing badge to be in class.
___ Complete the enclosed Medical History form, the Consent & Release form for the background check results, and the Release for Electronic Filing of Immunizations/Certifications form.
___ ALL STUDENTS MUST complete a scheduled appointment with the advisor, Ms. Peggy Sadler, to be released to register. Contact Ms. Sadler at 903-663-8103 or psadler@uttyler.edu.
___ ALL STUDENTS MUST submit a copy of the postcard from the Texas Board of Nursing or letter if you filed a Declaratory Order. Information & frequently asked questions concerning DPS/FBI Checks for New/Accepted Nursing Students are available at the Texas Board of Nursing website (www.bon.texas.gov). It is highly recommended that you read the ENTIRE section of eligibility questions to determine if a DO needs to be submitted.
___ ALL STUDENTS MUST complete the drug testing through CastleBranch (see instructions in this packet).

Copies of all required immunization documentation must be submitted to CastleBranch, no later than August 23, 2017

REQUIRED IMMUNIZATIONS:

___ Tuberculosis (TB) screening done annually: If you have had a POSITIVE SKIN TEST in the past for TB, you are required to submit the results of a chest X-ray, taken in the last 3 months.
___ Hepatitis B series of 3 injections to be followed by titer. If titer is negative to repeat the series of three with titer and then if still not positive considered a nonresponder. Documentation of the first (1st) injection must be completed by May 15, 2017. All three injections must be completed before you can participate in 2nd level (semester) courses. This immunization will be available on campus at the University of Texas at Tyler Health Clinic. You do not need an appointment, but just need to mention you are a UT Tyler nursing student. Cost for the series is $159.00. Hep B at the Gregg County Health Clinic, 405 E. Marshall, Longview (903) 237-2620 from 8:30 – 11:15AM and 1-3:45pm, Monday-Friday, FREE IF QUALIFY.
___ Influenza vaccine annually
___ MMR – two doses
___ T-Dap every five years
___ Varicella: Two doses vaccine or history of varicella based on physician diagnosis, health department record, or school record or laboratory confirmation (titer) of disease.

CERTIFICATIONS:

___ CPR: Must complete the CPR Healthcare Provider Course – Must be American Heart Association.
Submit a copy of both sides of the signed card by August 23, 2017 to CastleBranch. Please see CPR Information sheet in this packet.

You must use your assigned UT Tyler ID number to register. Registration instructions can be located at the website. 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. Please check this email often.
Health Insurance is a Requirement under the Needle Stick Policy in the BSN Handbook

All students are responsible for obtaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment, and follow-up that are not covered by the student’s health insurance. Students should be aware of the coverage on their health insurance policy, as most may not cover the full cost of required medical treatment and services in the case of a needle stick or hazardous exposure to blood or blood products.

You must upload proof of your Health Insurance to CastleBranch by August 23, 2017.

If your name is not shown on your health insurance card, you must upload additional documentation stating you are covered.

If you do not already have your own health insurance plan, The University of Texas at Tyler Offers Health Insurance Plans for Students:

**Student Health Insurance**

**Student Health and Wellness**

A student health insurance policy is made available to students at their own expense. For more information go to Academic Health Plans at [https://uttyler.myahpcare.com/](https://uttyler.myahpcare.com/).

Enrollment: 855.247.7587

Benefits/Claims Customer Service: 855.267.0214
Procedure for Obtaining Student ID

Student ID: New Incoming students ONLY
*Send an e-mail to cashiers@uttyler.edu from the student’s patriot e-mail account if you would like the badge mailed to you.
**Or you may go to the Cashier’s Office between 8-5 M-F.

In the e-mail please provide the following information:
  Name
  Student Identification number
  Address (this address should match the address in myUTTyler)
  Phone number (in case the cashiers’ office needs to contact the student)
  A scanned copy of the student’s driver’s license
  A jpeg photo to be used on the student ID

**The student must go to P2.uttyler.edu and pick a refund preference prior to requesting the id.

Nursing Badge:
*Send an e-mail to cashiers@uttyler.edu from the student’s patriot e-mail account if you would like the badge mailed to you.
**You may go to the Cashier’s Office between 8-5 M-F to pay and get it printed.

In the e-mail please provide the following information:
  Name
  Student Identification Number
  Address (this address should match the address in myUTTyler)
  Phone number (in case the cashier’s office needs to contact the student)
  A photo to be used on the nursing badge (if the student already has a student ID we can use the photo that is in the system)

The nursing badge must be paid for before the badge will be issued. The cost is $5.00 and can be purchased on-line, at the cashiers’ office or by phoning the cashiers’ office at 903-566-7227.

To purchase a badge on-line:
Log on to myUTTyler
From the student center go to account inquiry
Click on the tab electronic payments/purchases
Select nursing badge

You cannot get a badge until you have registered for class and the Bills have been generated.
MEDICAL HISTORY

NAME: (please print clearly) ______________________________________________________

MEDICAL HISTORY

Current Prescribed Medications: ________________________________________________

Current or Past Medical Conditions: Please circle all that apply

- Diabetes
- High Blood Pressure
- Severe Visual Loss
- Rheumatoid Arthritis
- Stroke
- Heart Disease
- History of Seizures
- Cancer: type____________________________________________________
- Kidney Problems
- Severe Hearing Loss
- Osteoarthritis

Do you have any physical limitations that would prevent you from performing heavy lifting, moving equipment, or assisting patients? No Yes: please specify ________________

IN CASE OF AN EMERGENCY WHO CAN THE SCHOOL OF NURSING CALL?

NAME________________________________________ PHONE: ______________________

Every year the School of Nursing is required to submit summary data on all nursing students in state and national reports. We receive funding based on the information provided. In order to provide accurate data from UT Tyler it is imperative that we have the following information. All information is required, please do not leave blanks. This information will be kept confidential.

Gender
- _____ Male
- _____ Female
- _____ Your Current Age

Ethnicity: Check predominate race:
- _____ White, non-Hispanic
- _____ Black, non-Hispanic
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ American Indian or Alaska Native
- _____ Resident Alien
- _____ Unknown

Do you a degree in another field: Please only check the highest degree if applicable
- _____ No
- _____ Yes: _____ Associate
- _____ Baccalaureate
- _____ Masters
- _____ Doctorate
THE UNIVERSITY OF TEXAS AT TYLER  
College of Nursing and Health Sciences  

CONSENT AND RELEASE  
Required Background Check  

A criminal background check is required as a part of the admissions process or as a condition of continued enrollment. A clinical facility may refuse to permit a student to participate in the clinical practicum at the facility if the background check information is not provided, or if upon review of a student's background check, it determines the student is disqualified. Some University-affiliated clinical facilities may also require disclosure of a student's background check report prior to permitting the student to participate in the education program at the facility.

All applicants admitted to the nursing program are required to complete the Texas Board of Nursing (BON) FBI background check as a condition of final acceptance to the program. All applicants are required to submit a copy of the postcard from the BON verifying the process has been completed. If the applicant has previously filed a Declaratory Order with the BON, then a copy of the letter must be sent to the office of the Associate Dean for the School of Nursing. Confidentiality is maintained with all letters and is not shared with any parties except the Associate Dean.

Please complete the following information to authorize UT Tyler School of Nursing to receive from the Board of Nursing results of your background check.

_____________________________________________  
Signature  

_____________________________________________  
Printed Name  

_____________________________________________  
Student Social Security Number (required)  

_____________________________________________  
Date  

Approved: Office of General Counsel, UT System Administration: October 4, 2005
RELEASE FOR ELECTRONIC FILING OF IMMUNIZATIONS/CERTIFICATIONS

College of Nursing and Health Sciences
The University of Texas at Tyler

In compliance with the current federal guidelines mandated by the Health Insurance Portability and Accountability Act of 1996 regarding release of confidential medical information, the College of Nursing and Health Sciences requires your signature on this form. The information submitted documenting immunizations is placed in an electronic database that is maintained by the School of Nursing. This information is only available to faculty and full time staff in the School. The database provides a tracking mechanism to ensure that all students maintain current immunization status.

Please read and sign the following. The form will be placed in your file in the School of Nursing.

I ______________________________ agree to allow the School of Nursing and
Student name (print)

Health Sciences to place the dates of my immunizations in the immunization/certification database.

I understand the information will be updated as necessary in the Immunization/certification database. I also understand that no information will be released without my written permission to any component or individual.

____________________________________  ______________________________
Signature                                      Date

____________________________________
Printed Name
This page will give step by step instructions on registering with CastleBranch in order to register for your drug screening. This is not to be confused with your background check, which will need to be set up through the Texas Board of Nursing as described above.

Once registered, you will then be able to submit all immunization documents. This company will monitor and send reminders to students when documents (CPR and required immunizations) are not submitted and when renewals are due. You must submit all documents by **August 23, 2017**.

Visit this link to register for CastleBranch and follow the steps below:

[https://portal.castlebranch.com/UM57](https://portal.castlebranch.com/UM57)

- Place Order
- Longview
- Undergraduate Nursing
- UM61: Drug Test – Medical Document Manager
- Read Instructions and Select Continue
- Package cost is a one-time fee of $67.00

If you have any problems or questions with this process please contact Administrative Assistant, **Ashlee Hurlburt**, at 903-663-8222 or ahurlburt@uttyler.edu.

This is required for all nursing majors, no exceptions. Any applicant with a positive drug screen will not be allowed entry to the program unless they can present prescriptions showing daily use of drugs that may contain substances that are being tested for.

All results are confidential, viewed by a select number of School of Nursing advisors. No results are shared with any outside entity or with other personnel at the University.

The School of Nursing holds the right to drug test any student at any time. See the Substance Abuse Policy found in the Student Handbook.
Healthcare Provider CPR

UTT – Longview Campus
Cost: $35.00

Monday, April 24 - 9:00 AM

Wednesday, August 23 - 1:00 PM

Sign up by calling M & K CPR (903-746-2372)
Longview CPR Information Sheet

Students need to sign and submit a copy of both sides of the CPR Health Care Provider card to CastleBranch or register to take the course. The course offered by M & K CPR on the Longview campus has a limit of 15 participants and you must reserve and pay for a slot by calling Shayne Rust at 903-746-2372.

M & K CPR at Longview University Center

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
<th>For</th>
</tr>
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<tbody>
<tr>
<td>Monday, April 24</td>
<td>9:00 AM</td>
<td>$35</td>
<td>Healthcare Provider CPR</td>
</tr>
<tr>
<td>Wednesday, August 23</td>
<td>1:00 PM</td>
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Good Shepherd Medical Center is offering classes. You may contact the Medical Simulation Department (903-315-5288) to sign up for a class at $45.

Longview Regional Medical Center is offering classes. You must contact Rhonda Siler in the Education Department (903-381-7243) to sign up.

If you have any questions, please contact Ms. Peggy Sadler at Longview University Center (903-663-8103).
Congratulations!
From The National Student Nurses' Association
at The University of Texas at Tyler School of Nursing

Congratulations and welcome to the University of Texas at Tyler-School of Nursing. The wonderful profession of Nursing will supply you with an abundance of opportunities, a lifetime of experiences, and endless friendships.

The National Student Nurses' Association (NSNA) is an organization developed to enhance the academic experience, as well as, to prepare future nurses for the many career issues faced by RN’s. UT-Tyler's SNA participates in fundraising, community projects, peer mentoring and educational assistance. NSNA members have represented the UTT- School of Nursing in State and National Conventions, along with Council of Schools and Mid-Year Conferences. These annual events allow chapter members to network with thousands of other nursing students, to participate in policy change and to explore future education and employment possibilities. UT-Tyler’s SNA is a recognized university organization and part of The Office of Student Life and Leadership. Students have the opportunity to transition as members of the Texas Nurses Association upon graduation.

As you anticipate your Level 1 semester, NSNA would like to invite you to propel your nursing career and join us in membership. Nursing is a profession that requires great cooperation. Inclusion of the words “National Student Nurses’ Association member” on your resume, states many aspects of professionalism and team player! Please complete your membership application online at http://www.nsna.org/Membership/StudentMembership.aspx

Enhance your academic experience-be a member of NSNA! We look forward to meeting you!

Sincerely,

Anita Lowe, MSN, RN
UT Tyler School of Nursing NSNA Faculty Sponsor
3201 N. Eastman Rd. Longview, TX 75605
alowe@utttyler.edu
Office: (903) 663-8234
Cell: (903) 445-9626
Fax Number: (903) 663-8221
Nursing Supplies
You must have:

A high quality dual-headed Stethoscope
Stethoscope ID Tag
Standard Manual Blood Pressure Cuff
Clipboard
Bandage Scissors
Hemostat
Pen Light

Please visit Standris via the web address below for discount pricing and preferred shipping. Your SNA receives fundraising dollars in the process.


Enjoy building relationships with your classmates and nursing students across the United States. Join your NSNA TODAY!

The NSNA 2016-2017 Membership Application form must be completed at
http://www.nsna.org/Membership/StudentMembership.aspx

(This is optional but highly recommended)

Two-year membership at the cost of $80.00 to the National Student Nurses’ Association (NSNA)!! (This also includes membership to the Texas Nursing Students' Association (TNSA) and UT Tyler SNA.)
Uniforms are available at various uniform shops in town.

**Royal Blue** Uniforms required (see attached sheet with approved manufacturers and styles). Short sleeve, long sleeve crew neck t-shirts, or camisole under all scrubs. White or royal blue to match uniform are acceptable – no other color.

**White Lab Coat required (Jacket Length)**

Students need to purchase UTT College of Nursing Patches (1 for lab coat and 1 for each uniform). These may be purchased from C & R Scrubs (see attached information sheet).

**REALIZE YOU ARE REQUIRED TO HAVE YOUR UNIFORMS BY August 23, 2017**
C R Scrubs
5201 S. Broadway
Ste. 134
Tyler, TX  75703

Times Square Shopping Center

2 blocks south of Broadway Square Mall
On I-114, 69 (Broadway Ave.)

C R Scrubs will be glad to provide your:
  Uniforms
  Lab Jackets
  Shoes
  Stethoscopes
  U.T. Tyler Student Patches- $6.50 set
  (No charge for shipping)

20°/o Discount
For UT Tyler Nursing Students

Open 7 days a week:
Mon-Fri: 9AM-7PM
Sat: 10AM-6PM
Sun: 1PM-5PM

Phone: 903-939-3124
All students are required to have a school patch with appropriate stars for their level sewn to each uniform and lab jacket. For Level 1 you will be required to have one star and patch on your uniform/lab jacket.

Placement of the school patch will be on your left chest in the position you would place your hand if saying the “Pledge of Allegiance”.

For the placement of stars above the patch:

As you look at the patch, imagine a clock face. The 12:00 position should be a space with two stars on either side once the student reaches Level 4.

The student should begin by placing the first star approximately between the 10:00 and 11:00 position on the clock. Level 2 will place the second star between 11:00 and 12:00. Level 3 adds the third star between 12:00 and 1:00 and the final star for Level 4 is placed between 1:00 and 2:00.
Attention Level 1 Nursing Students

Congratulations from the Student Nurses Association on your acceptance to the University of Texas at Tyler. We would like to invite all Level 1 students and family to an orientation on:

Wednesday, August 23, 2017

Time: 8:30 – 11:30 AM

In the lobby of the Longview University Center

This will give new students the opportunity to meet fellow classmates, tour classrooms, get nursing ID pictures made, and let the officers of the Student Nurses Association welcome you to the Longview campus. We remember the overwhelming feeling of the first few weeks of classes and hope this will help ease some of the anxiety. This will be an informal event and refreshments will be provided.
1. Contact Ms. Peggy Sadler at psadler@utt Tyler.edu or call 903-663-8103 to accept or decline your admission by April 7, 2017.

2. Register for Good Shepherd Medical Center Fis dap software scheduling system AS SOON AS POSSIBLE. Instructions are included in this packet.

3. Apply for Financial Aid (go to www. uttyler.edu/financialaid/howtoapply.php). The Longview Nursing Program has benefited from extensive community support through endowed scholarships that support students attending classes on the Longview campus.

4. Review the Textbook and Supplies List for your Level 1 Classes (includes your required access to SimChart and a Turning Technologies Clicker that you will use throughout the program). If you order your books through the UT Tyler Bookstore, you may be eligible to apply them to your student aid/fees. Go to the UT Tyler website (www. uttyler.edu) , locate the link to Bookstore/Find Textbooks (see instructions in this packet). Order your books so you are sure you have them in August to prepare for your classes which begin Monday, August 28, 2017. NOTE: You will have reading assignments to prepare for the first week of class.

5. Mark your calendars now for your required Longview Campus Level 1 Orientation on August 23, 2017.

6. Schedule your required drug screening NOW (see CastleBranch instructions enclosed in this packet).

7. After you receive notification from our office, schedule an appointment for the FAST Pass fingerprinting for a state and national criminal history record check for the Texas Board of Nursing. You will receive instructions on the process when notified to schedule your appointment. Completion of fingerprinting will trigger the Texas BON reviewing, issuing, and sending you your Blue Card or Clearance Letter that is required before you can begin Health Assessment and Competencies courses in Level 1. The process takes considerable time by the Texas BON. If you have filed a Petition for Declaratory Order due to an offense or if you are an LVN licensed in the State of Texas, you will not need to do the fingerprinting again.

8. Contact the Cashier’s office at UT Tyler prior to orientation in August to purchase and obtain your P2 card that you will need for printing on campus and your Nursing ID Badge (instructions included in this packet).

9. Register for CPR class if you do not already have your Healthcare Provider course – Must be American Heart Association. List of CPR courses available in Longview is included in this packet.

10. Contact your advisor, Ms. Peggy Sadler, at psadler@utt Tyler.edu or 903-663-8103 to schedule an appointment to answer any questions you may have and so you may be released to register for classes.